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LLRC  
4200 Congress Avenue  
Lake Worth, FL 33461-4798





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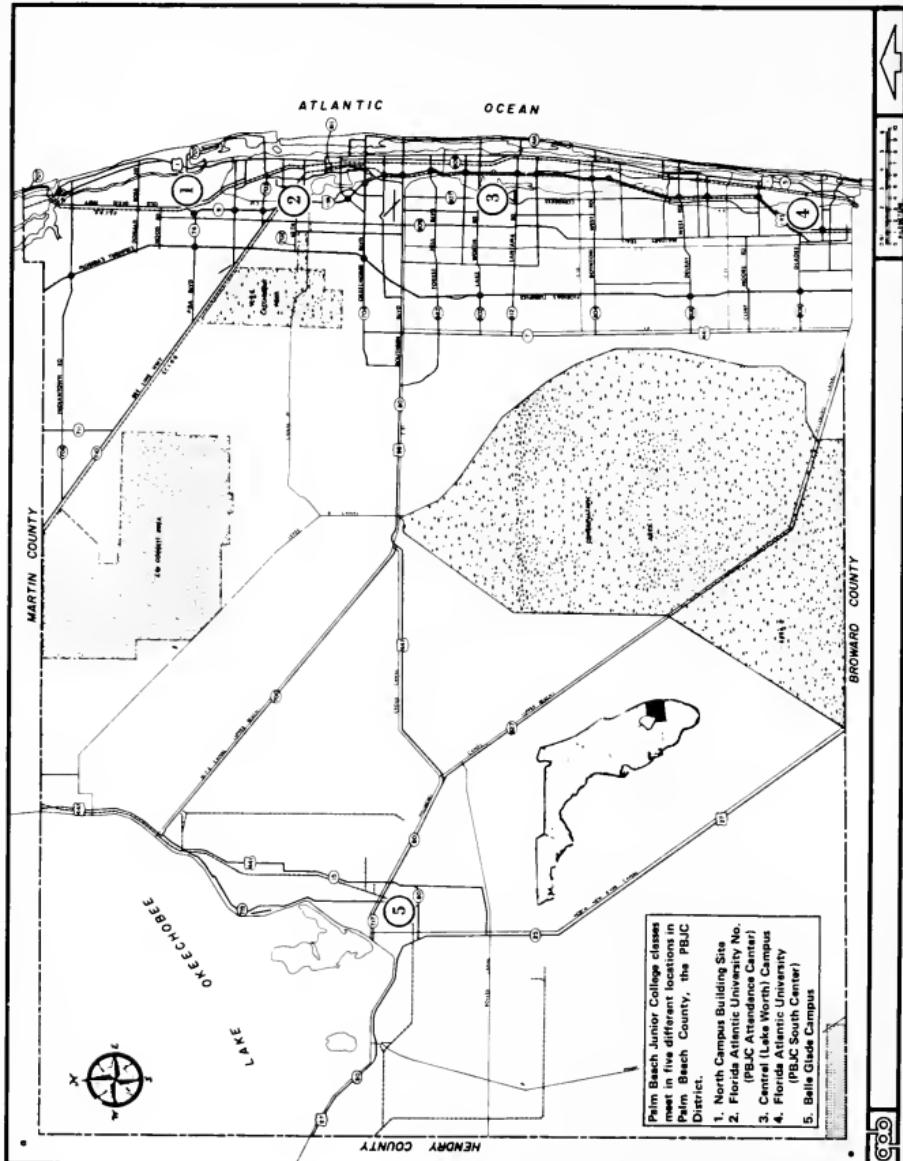
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**80-81**



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THE BULLETIN



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Lake Worth, Florida 33461

Area Code 305  
Telephone 439-8000

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# Palm Beach Junior College District Board of Trustees



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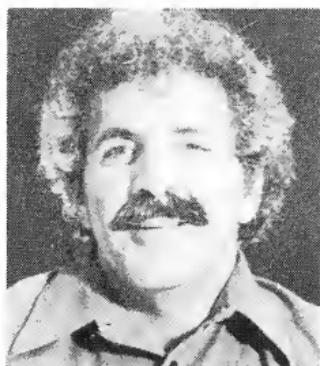
**Mrs. Homer J. Hand**



**Dr. Phillip O. Lichtblau**  
**Chairman**



**Mr. Willard Findling**



**Mr. George A. Michael**  
**Vice Chairman**

## **Student Calendar**

# **Student Calendar**

### **SPRING TERM 1979-80**

April 16 . . . . .	Deadline for regular admission for Spring Term I as a day student, 3:00 p.m.
April 17-May 8 . . . . .	Period for extension of admission for Spring Term I as a day student
April 23 . . . . .	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 23 . . . . .	Final day to reactivate files for day school
May 6 . . . . .	Final day to withdraw with 100% refund
May 7 . . . . .	Orientation, Advising and Registration for day students by appointment
May 7 . . . . .	Registration for new & returning evening students 6:00-9:00 p.m.
May 8 . . . . .	Late Registration
May 8 . . . . .	Classes Begin
May 8, 12 . . . . .	Days to correct schedules (9:00 a.m.-12:00 Noon, day students)
May 8, 12 . . . . .	Evenings to correct schedules (6:00-9:00 p.m., evening students)
May 12 . . . . .	Final day to withdraw with 80% refund
May 12 . . . . .	Registration for Senior Citizens, 1:00-3:30 p.m.
May 21 . . . . .	Final day to complete application for graduation
May 26 . . . . .	Memorial Day Holiday
June 2-5 . . . . .	Currently enrolled students-Early Registration for Spring II (pay fees by June 13) Fall (pay fees by July 14)
June 4 . . . . .	Final day to withdraw from class with a "W"
June 4 . . . . .	Final day to change from credit to audit
June 18 . . . . .	Final examinations
June 18 . . . . .	Grades due in Registrar's Office, 4:00 p.m.

### **SUMMER TERM 1979-80**

June 2 . . . . .	Deadline for regular admission for Spring Term II as a day student, 3:00 p.m.
June 3-19 . . . . .	Period for extension of admission for Spring Term II as a day student
June 9 . . . . .	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 9 . . . . .	Final day to reactivate files for day school
June 18 . . . . .	Final day to withdraw with 100% refund
June 19 . . . . .	Orientation, Advising and Registration for day students by appointment
June 19 . . . . .	Registration for evening students 6:00-9:00 p.m.
June 23 . . . . .	Late Registration
June 23 . . . . .	Classes Begin
June 23-24 . . . . .	Days to correct schedules (9:00 a.m.-12:00 Noon, day students) (6:00-9:00 p.m., evening students)
June 24 . . . . .	Final day to withdraw with 80% refund
June 24 . . . . .	Registration for Senior Citizens, 1:00-3:30 p.m.
July 3 . . . . .	Final day to complete application for graduation
July 3 . . . . .	Independence Day Holiday
July 21-24 . . . . .	Currently enrolled students-Early Registration for Fall (pay fees by July 29)
July 17 . . . . .	Final day to withdraw from class with a "W", 3:00 p.m.
July 17 . . . . .	Final day to change from credit to audit, 3:00 p.m.
July 31 . . . . .	Final examinations
July 31 . . . . .	Grades due in Registrar's Office, 4:00 p.m.

## Student Calendar

### FALL TERM 1980-81

July 22 .....	Deadline for regular admission for Fall Term
July 23 - August 18 .....	Extended admissions
July 29 .....	Final day to complete all application procedures for regular admission as a day student, 3:00 p.m.
July 29 .....	Final day to reactivate files for regular admission
August 11 .....	Final day to withdraw with 100% refund
August 12, 13, 14, 15 .....	Orientation, Advising and Registration for day students by appointment
August 12 .....	Registration for returning evening students 6:00-9:00 p.m.
August 13, 14, 15 .....	Registration for new and returning evening students 6:00-9:00 p.m.
August 18 .....	Late registration
August 19 .....	Classes begin
August 19, 20, 21, 22, 25 .....	Days to correct schedules (9:00 a.m.-12:00 Noon, day students)
August 19, 20, 21, 25 .....	Evenings to correct schedules (6:00-9:00 p.m., evening students)
August 25 .....	Registration for Senior Citizens, 1:00-3:00 p.m.
August 25 .....	Final day to withdraw with 80% refund
September 1 .....	Labor Day Holiday
September 23 .....	Final day to complete application for graduation
October 14 .....	Eight weeks progress report period ends
October 28 .....	Final day to withdraw from class with a "W"
October 28 .....	Final day to change from credit to audit
November 6-21 .....	Currently enrolled students register (pay fee by Dec. 15)
November 11 .....	Veterans Day
November 27-28 .....	Thanksgiving Holidays
December 11, 12, 15, 16, 17 .....	Final examinations
December 18 .....	Grades due in Registrar's Office 3:00 p.m.

### WINTER TERM 1980-81

December 15 .....	Deadline for regular admissions for Winter Term
December 16 - January 7 .....	Extended Admission
December 22 .....	Final day to complete application procedures for regular admission as a day student, 3:00 p.m.
December 22 .....	Final day to reactivate files for regular admission
December 30 .....	Final day to withdraw with 100% refund
January 5, 6 .....	Orientation, Advising and Registration for day students by appointment
January 5, 6 .....	Registration for new and returning evening students (6:00-9:00 p.m.)
January 7 .....	Late registration
January 8 .....	Classes begin
January 8, 9, 12, 13, 14 .....	Days for correcting schedules (9:00 a.m.-12:00 Noon, day students)
January 8, 12, 13, 14 .....	Evenings to correct schedules (6:00-9:00 p.m., evening students)
January 14 .....	Registration for Senior Citizens 1:00-3:30 p.m.
January 14 .....	Final day to withdraw with 80% refund
February 11 .....	Final day to complete application for graduation
March 4 .....	Eight weeks progress report period ends
March 18 .....	Final day to withdraw from class with a "W"
March 18 .....	Final day to change from credit to audit
March 19-25 .....	Currently enrolled students register for SPRING (pay fees April 30)
March 19-25 .....	Currently enrolled students register for SUMMER (pay fees June 11)
March 30-April 10 .....	Currently enrolled students register for FALL (pay fees July 13)
April 17 .....	Easter Holidays
April 28, 29, 30 and May 1 .....	Final examinations
May 4 .....	Grades due in Registrar's Office 10:00 a.m.
May 7 .....	Commencement Exercises

## **Student Calendar**

### **SPRING TERM 1980-81**

April 20 .....	Deadline for regular admission for SPRING TERM
April 20 - May 11 .....	Extended admission
April 27 .....	Final day to complete all application for procedures for regular admission as a day student, 3:00 p.m.
April 27 .....	Final day to reactivate files for regular admission
May 7 .....	Final day to withdraw with 100% refund.
May 8 .....	Orientation, Advising and Registration for day students by appointment
May 8 .....	Registration for new & returning evening students, 6:00-9:00 p.m.
May 11 .....	Late Registration
May 11 .....	Classes begin
May 11, 12, 13 .....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (6:00-9:00 p.m., evening students)
May 13 .....	Registration for Senior Citizens 1:00-3:00 p.m.
May 13 .....	Final day to withdraw with 80% refund
May 21 .....	Final day to complete application for graduation
May 25 .....	Memorial Day Holiday
June 1-4 .....	Currently enrolled students register for SUMMER (Pay fees June 11)
June 1-4 .....	Currently enrolled students register for FALL (Pay fees July 13)
June 4 .....	Final day to withdraw from class with a "W"
June 4 .....	Final day to change from credit to audit
June 18 .....	Final examinations
June 19 .....	Grades due in Registrar's Office 10:00 a.m.

### **SUMMER TERM 1980-81**

June 2 .....	Deadline for regular admission for SUMMER TERM
June 3-19 .....	Extended admission
June 9 .....	Final day to complete all application procedures for regular admission as a day student, 3:00 p.m.
June 9 .....	Final day to reactivate files for regular admission
June 17 .....	Final day to withdraw with 100% refund
June 18 .....	Orientation, Advising and Registration for day students by appointment
June 18 .....	Registration for evening students 6:00-9:00 p.m.
June 19 .....	Late Registration
June 19 .....	Classes begin
June 19, 22, 23 .....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (6:00-9:00 p.m., evening students)
June 23 .....	Registration for Senior Citizens 1:00-3:00 p.m.
June 23 .....	Final day to withdraw with 80% refund
July 2 .....	Final day to complete application for graduation
July 6 .....	Independence Day
July 16 .....	Final day to withdraw from class with a "W", 3:00 p.m.
July 16 .....	Final day to change from credit to audit, 3:00 p.m.
July 20-23 .....	Currently enrolled students register for FALL TERM (Pay fees July 29)
July 29 .....	Final examinations
July 30 .....	Grades due in Registrar's Office 3:00 p.m.

**CALENDAR DATES ARE SUBJECT TO CHANGE  
WITHOUT NOTICE**

## **ADMINISTRATIVE PERSONNEL**



**DR. EDWARD M. EISSEY**  
President



**DR. PAUL W. GRAHAM**  
Vice President, Academic Affairs



**DR. G. TONY TATE**  
Vice President, Business Affairs



**DR. CECIL CONLEY**  
Provost - Glades Center



**DR. OTTIS R. SMITH**  
Provost - North Center



**JAMES W. TANNER**  
Dean of Instruction and Student  
Personnel - South Center

## Staff



**DR. MELVIN HAYNES, JR.**  
**Appointed Vice-President,**  
**Student Affairs,**  
**Effective July 1, 1980**

## Administrative Personnel

<b>EISSEY, EDWARD M.</b>	President
B.S., Florida State University	
M.Ed., University of Florida	
Ph.D., Florida State University	
<b>GRAHAM, PAUL W.</b>	Vice President, Academic Affairs
B.S., Mississippi State College	
M.A., University of Mississippi	
Ed.D., University of Mississippi	
<b>HAYNES, MELVIN, JR.</b>	Vice President, Student Affairs
B.S. Florida A & M University	
M.Ed., S.Ed., Ed.D., University of Georgia	
<b>TATE, G. TONY</b>	Vice President, Business Affairs
B.S., State Teachers College	
M.S., Florida State University	
Ed.D., Florida Atlantic University	
<b>CONLEY, CECIL</b>	Provost, Glades Center
B.S., M.S., University of Kentucky	
Ph.D., N.C. State University	
<b>ERLING, ELISABETH W.</b>	Dean, Special Services
B.S., Nebraska State Teachers College	
M.A., University of Wyoming	
Ed.D., Nova University	
<b>HARVEY, OTIS P., JR.</b>	Dean, Continuing Education
B.M., Hardin-Simmons University	
M.M., No. Texas State College	
<b>GRAHAM, CHARLES G.</b>	Registrar
B.S.E., Arkansas State College	
M.A., State University, Tennessee	
<b>DOUGLASS, WILEY C.</b>	Director, Library Learning Resources
B.A., Florida State University	
M.A., Appalachian State	
<b>KELLY, JOHN W.</b>	Director, Data Processing

## Staff

WHITMER, DON C. ....	Dean, Occupational Studies
B.S., Iowa State College	
M.A., University of Alabama	
ROGERS, J. BARRY .....	Controller
A.A., Palm Beach Junior College	
B.S., Florida State University	
EDWARDS, CLAUDE A. ....	Director, Physical Plant
HOLLING, FRED J. ....	Director of Continuing Education, Central Campus
B.S., M.A., University of Florida	
SCHNEIDER, JOSEPH M. ....	Director, Personnel
B.B.A., University of Wisconsin	
SMITH, OTTIS R. ....	Provost, North Campus
B.S., William Carey College	
M.Ed., Louisiana State University	
Ed.D., University of Southern Mississippi	
TANNER, JAMES W. ....	Dean, Instruction & Student Personnel-South
B.S., M.S., N.W. Missouri State University	
FERGUSON, JESSE E. ....	Assistant Registrar
B.S., Hampton Institute	
M.A., New York University	
KOONTZ, JONATHAN W. ....	Director, Information Services
A.B., High Point College	
M.A., Columbia University	



## **Staff**

# **Professional Supervisory Personnel**

AIELLO, KATHLEEN H.	Program Specialist
A.A., Palm Beach Junior College	
B.A.E., Florida Atlantic University	
M.Ed., Florida Atlantic University	
BECK, REBECCA C.	Coordinator, Home Economics
B.S., M.S., Voc. Ed., Florida International University	
BODEN, BRUCE P.	Supervisor, Grounds & Landscaping
A.S., Palm Beach Junior College	
B.S., University of Connecticut	
BRANNIGAN, JAMES E.	Director, Resource Development
B.S., New York State University at Plattsburgh	
M.S., New York State University at New Paltz	
BROFFT, RUTH E.	Manager, Bookstore
CASSIDY, EDWARD J.	Supervisor, Maintenance
CASSIDY, PAUL A.	Plant Supervisor, Glades
COCKRELL, KATHLEEN E.	Job Development Specialist
B.S., Bemidji State University	
D'ANGIO, JEAN K.	Supervisor, Payroll
FAQIR, HAMID.	Director, Student Financial Aids
B.S., Florida State University	
FELLNER, ALPHONSE E.	Accountant/Internal Auditor
B.S., University of Florida	
FRECH, DAVID V.	Senior Programmer
A.A. Palm Beach Junior College	
JACKSON, SOLOMON.	Manager, Computer Operations
JOHNSON, ARDEASE G.	Personnel Representative
A.A., St. Petersburg Junior College	
B.A.Ed., Florida Atlantic University	
JONES, RICHARD I.	Purchasing Agent
B.S., University of Palm Beach	
KENT, LORAIN T.	Supervisor, Print Shop
LORE, ABDON.	Coordinator, Veteran Affairs
A.A., Florida Keys Community College	
B.A., Florida Atlantic University	
MATSOUKAS, GEORGE E.	Grants Coordinator/Writer
B.A. Rutgers University	
M.A. University of Iowa	



<b>MCGIRT, HARRIS D.</b>	Director, Student Services/South
B.S., Lincoln Memorial University	
M.S., University of Tennessee	
Ed.D., Virginia Polytechnic Institute & State University	
<b>MOSS, ROBERT C.</b>	Dean, Student Activities
B.A., George Washington University	
M.Ed., University of Florida	
Ed.S., Florida Atlantic University	
<b>MURRAY, DIANA S.</b>	C.E.L. Teacher
B.A., Florida International University	
M.A., Nova University	
<b>NELSON, MAUREEN F.</b>	Coordinator, Continuing Education
B.S.N., New York State University	
R.N., Mary Immaculate School of Nursing	
<b>RAUTIO, WALTER K.</b>	Supervisor, Custodians
<b>SHEPERD, DENISE D.</b>	Senior Systems Analyst
<b>SUTTLE, MILDRED M.</b>	Director, Institutional Research
B.A., Birmingham Southern College	
N.A., University of Alabama	
<b>TOWNSEND, JOHN H.</b>	Coordinator, Continuing Education
B.A., M.Ed., Florida Atlantic University	
<b>WECKMAN, UNTO K.</b>	Programmer Analyst
Economist Degree, Turku Business College, Finland	
<b>WOOLFE, ELIZABETH A.</b>	Coordinator, Continuing Education
B.S., M.S., Florida State University	
Ed.D., Florida Atlantic University	
<b>WOOLFORD M. KATHRYN</b>	Accountant
B.B.A., University of Georgia	
<b>YOUNG, REMER E.</b>	Manager, Systems & Programming
A.S., Palm Beach Junior College	

## **Staff**

# **Academic Department Chairpersons & Assistants**

<b>BOSWORTH, MARY L.</b>	Asst. Chairperson, Communications Department
	B.S.Ed., Georgia State College for Women
	M.Ed., Ed.D., University of Miami
<b>BOTTOSTO, SAMUEL S.</b>	Chairperson, Social Science Department
	B.S., Columbia University
	M.A., Forman University
	Ed.D., University of Florida
<b>DASHER, PAUL J.</b>	Chairperson, Science Department
	B.S., University of Illinois
	M.A., Ph.D., Indiana University
<b>DUNCAN, WATSON B., III</b>	Chairperson, Communications Department
	B.A., M.A., University of South Carolina
<b>HUTCHINS, HAL C.</b>	Chairperson, Dental Health Services Department
	B.A., College of Wooster
	D.D.S., Ohio State University
<b>MacPHERSON, NANCY JANE</b>	Asst. Chairperson, Dental Health Services Department
	R.D.H., West Liberty State College
	B.S., M.Ed., Florida Atlantic University
<b>MACY, JOSEPH</b>	Chairperson, Law Enforcement Department
	A.A., Palm Beach Junior College
	FBI National Academy
	B.A., M.Ed., Florida Atlantic University
<b>MORGAN, BETTY A.</b>	Chairperson, Nursing Department
	R.N., B.S., M.S., Indiana University
<b>RADER, JENNINGS B.</b>	Chairperson, Engineering Technology Department
	A.A., Pfeiffer College
	B.A., M.A., George Peabody College for Teachers
<b>REYNOLDS, HOWARD M.</b>	Chairperson, Physical Education Department
	B.A., M.A., Ed.D., University of Kentucky
<b>ROYCE, LETHA MADGE</b>	Chairperson, Music Department
	B.M., M.M., Florida State University
<b>SCHMIEDERER, JOHN M.</b>	Chairperson, Related Health Department and Coordinator, Allied Health Services
	A.B., Washington University
	M.S., Florida State University
<b>SMITH, NOEL S.</b>	Chairperson, Business Department
	B.S., M.B.A., Florida State University
<b>TRAVIS, RICHARD L.</b>	Asst. Chairperson, Mathematics Department
	B.S., M.S., New York State College
<b>WING, RUTH W.</b>	Chairperson, Mathematics Department
	B.A., Westminster College
	M.S., Florida State University

**Faculty**

CKERMAN, KENNETH E.....	Science/Chemistry
B.S., Baldwin-Wallace	
M.A., Western Reserve University	
DAMS, JOHN F.....	Communications
B.A., Berry College	
M.A., Auburn University	
LBEE, D. HUGH .....	Music
A.B., B.M., M.M., Eastman School of Music, University of Rochester	
D.M., Florida State University	
LBER, KNUD D.....	Mathematics
B.S., North Carolina State College	
M.Ed., University of North Carolina	
M.A., Louisiana State University	
ALDRIDGE, JAMES E. ....	Science/Biology
A.A., Palm Beach Junior College	
B.S., Florida Atlantic University	
ALLRED, ELIZABETH T.....	Science/Biology
A.B., Keuka College	
M.A., Mount Holyoke College	
AMBROSIO, MARTHA A.....	Business
B.S., M.S., R.D., Florida State University	
ARANT, ODAS E. ....	Art
B.A., M.F.A., Florida State University	
ARCHER, PATRICK .....	Art
B.A., Principia College	
M.F.A., California College of Arts and Crafts	
BAILEY, RICHARD R.....	Science/Biology
B.S., Florida A&M University	
M.S., Fairleigh Dickson University	
BAKER, CAROL G.....	Dental Hygiene
A.A., A.S., Palm Beach Junior College	
BALDREE, WILLIAM G.....	Data Processing
B.S., University of Illinois	
M.A., Florida Atlantic University	
BARTON, FRANCIS D. ....	North Campus
B.S., U.S. Naval Academy	
M.Ed., Florida Atlantic University	
BATSON, ROBERT L. JR.....	Business/Accounting
B.A., Harding College	
M.A., M.Ed., George Peabody College for Teachers	
BECHERER, FLOYD O. ....	Social Science
A.B., M.A., Washington University	
BELL, ROY E.....	Physical Education
B.S., M.P.E.H., University of Florida	
BENEDICT, DEAN G.....	Dental Assisting
B.S.Ed., Ohio Northern University	
D.D.S., Ohio State University	

## **Faculty**

<b>BENKEN, BARBARA J.</b>	Nursing
R.N., B.S., State University College at Plattsburg, N.Y.	
<b>BETZ, VINCENT P.</b>	Communications
B.A., Seton Hall University	
M.Ed., University of Florida	
<b>BLANTON, BETTY G.</b>	South Center
B.S., Florida State University	
M.P.E.H., University of Florida	
<b>BLOODWORTH, CAROL J.</b>	Communications
B.A., M.A.T., Emory University	
<b>BOOK, ROBERT L.</b>	Engineering Technology
B.S.Ed., California State College of Pennsylvania	
M.S., Florida State University	
<b>BOORMAN, WILLIAM W.</b>	Business/Economics
B.A., San Jose State College	
M.A., Ph.D., Stanford University	
<b>BORTNICK, DAVID M.</b>	Related Health
B.S.Ed., Temple University	
M.S.W., Ph.D., Florida State University	
<b>BOWSER, KATHLEEN L.</b>	Center for Early Learning
B.S., Boston University	
M.Ed., Florida Atlantic University	
<b>BROWN, DIANE M.</b>	Nursing
B.S.N., Tuskegee Institute	
<b>BRUTON, JAMES L. JR.</b>	South Center
B.S., M.A.S.S., Florida A&M University	
<b>BUSSELL, JAN S.</b>	Engineering Technology
B.S., M.S., Florida State University	
<b>BUSSELLE, DONALD H.</b>	Communications
B.S.E., University of Tampa	
M.S., Florida State University	
<b>BUTLER, CAROL S.</b>	Science/Biology
B.S., Duke University	
M.A.T., University of North Carolina at Chapel Hill	
Ed.D., Florida Atlantic University	
<b>BUTLER, PAUL W.</b>	Counselor, Student Personnel
B.S., Ft. Valley State College	
M.A., Fisk University	
<b>CAMPBELL, JANETTE H.</b>	Glades Center
B.S., Florida State University	
M.A., University of Alabama	
<b>CAMPBELL, JUDY ANN B.</b>	Nursing
R.N., B.S., M.A., University of Florida	
Ed.D., Florida Atlantic University	
<b>CARLOS, JOHN B.</b>	Engineering Technology
B.E.E., Pratt Institute	
<b>CASE, PAMELA C.</b>	Counselor, South Center
B.A., M.A., Florida Atlantic University	

## Faculty

AYLOR, DANIEL P., JR.....	Science/Biology
B.S., Indiana University of Pennsylvania	
M.S., Cornell University	
ERAVOLO, JOSEPH J.....	North Campus
B.S., Davis & Elkins College	
M.Ed., University of Pittsburgh	
OFFIN, JEAN A.....	Nursing
R.N., Methodist Hospital School of Nursing	
B.S., Butler University	
M.S., University of Chicago	
COLLINS, LAURA R.....	South Center
A.B., Eastern Kentucky State College	
M.A., University of Kentucky	
CONNOLLY, JOHN M.....	Communications
B.A., M.A., University of North Dakota	
COOK, DONALD W.....	Counselor, Student Personnel
B.S., M.Ed., University of Florida	
DAMPIER, H. PAYGE .....	Social Science
B.S.E., M.Ed., University of Cincinnati	
DARCEY, HELEN B.....	Communications
B.A., M.Ed., Florida Atlantic University	
DAUGHERTY, L. RAYBURN .....	Social Science
A.A., Lindsey Wilson Junior College	
B.S., Lincoln Memorial University	
M.S., Indiana University	
DAVIS, FRANKIE D.....	Business Education
B.S., University of Southern Mississippi	
M.Ed., Florida Atlantic University	
DICKINSON, SARAH L.....	Communications
A.B., Florida State University	
M.A., Duke University	
DIEDRICH, HELEN V.....	Counselor, Student Personnel
R.N., Wilmington Memorial Hospital	
B.S., M.S., Florida State University	
DOOIES, LILLIAN S.....	Law Enforcement
B.S., Florida State University	
DOOLEY, RUTH W.....	Asst. Director of Library Services III, North Campus
B.S. in L.S., Drexel Institute of Technology	
A.B., Indiana University	
DURKIS, JOAN M.....	Nursing
B.S., State University of New York	
M.Ed., Florida Atlantic University	
EASTERLING, EDITH F.....	Communications
A.B., B.S., Mississippi Southern College	
M.A., University of Alabama	
ERICKSON-KUTLIK, EMILY E.....	Related Health
A.S., R.N., Palm Beach Junior College	
B.S.N., Florida State University	

## **Faculty**

<b>EVANS, HOWARD K.</b>	Mathematics
B.S., University of Florida	
M.Ed., University of Georgia	
<b>FARMER, CAROL J.</b>	Science/Chemistry
B.S., M.S., University of Akron	
<b>FAQIR, MARY R.</b>	Nursing
R.N., B.S., Florida State University	
<b>FAYSSOUX, JACK C., JR.</b>	Science/Chemistry
B.S., Memphis State	
M.S., University of Mississippi	
<b>FERGUSON, ARDATA B.</b>	North Campus
B.A., Bennette College	
M.A., Atlanta University	
<b>FERGUSON, GWENDOLYN P.</b>	Counselor, Student Personnel
B.S., Florida A&M University	
M.Ed., Ohio University	
<b>FLORY, WILLIAM C.</b>	Communications
B.A., M.A., University of Florida	
<b>FOLEY, KENAN F.</b>	Mathematics
B.A., St. Bonaventure University	
M.S., Syracuse University	
<b>FOSTER, HAL D., JR.</b>	Librarian
A.B., Elon College	
M.Ed., University of North Carolina	
<b>FRANKLIN, WALTER A.</b>	Business Education
B.S., M.A., George Peabody College for Teachers	
<b>FREEDMAN, ARNOLD M.</b>	Social Science/History
B.A., Florida State University	
M.A., Ph.D., University of Florida	
<b>GALBRAITH, WILLIAM B.</b>	Science/Physical Science
B.S., Florida Southern College	
M.Ed., University of Florida	
<b>GANS, PHILIP.</b>	Engineering Technology
B.G.E., North Carolina State College	
<b>GERSTEIN, IRVING J.</b>	Dental Laboratory Technology
B.S., Long Island University	
M.A., New York University	
<b>GRAHAM, WALKER A.</b>	Communications
B.S.Ed., Missouri State Teachers College	
M.A., University of Mississippi	
<b>GRAHAM, WILLIAM G.</b>	Continuing Education
A.A., Palm Beach Junior College	
B.A., University of Florida	
<b>GREENE, ADDIE G.</b>	Communications
B.S., Stillman College	
M.Ed., Florida A&M University	
<b>GROSS, IRVING J.</b>	Music
B.M.E., Chicago Musical College	
M.M., Northwestern University	

## Faculty

HALE, REUBEN A., JR.	Art
B.F.A., The Art Institute of Chicago	
M.F.A., Southern Illinois University	
HAMLIN, ALLEN C.	Mathematics
A.A., Palm Beach Junior College	
B.S., M.S., Florida Atlantic University	
HARDEN, DONNA A.	Nursing
R.N., St. Francis Hospital School of Nursing	
HARMES, ELIZABETH D.	Nursing
R.N., Rochester General Hospital School of Nursing	
HARRELL, ALMA M.	Nursing
A.S., Palm Beach Junior College	
B.S.N., Florida International University	
HARRELL, FREDDIE L.	Counselor, Glades Center
B.A., M.Ed., Florida Atlantic University	
HARTMAN, MAURICE E.	Science/Biology
B.S., Westminster College	
M.A., Indiana University	
HAYES, MARGARET D.	Nursing
R.N., B.S., M. of Nursing, University of Florida	
HENDRIX, DANIEL W.	Mathematics
B.S., Savannah State College	
M.S., Atlanta University	
HILLIARD, PATRICIA B.	Science/Biology
B.S., Memphis State University	
M.S., Florida Atlantic University	
HITCHCOCK, PAUL W.	Mathematics
B.S., New York State University	
A.M., Bowdoin College	
HOLLOWAY, JOAN H.	North Campus
B.A., Harding College	
M.A., George Peabody College	
HOUSER, JAMES C., JR.	Art
B.S., Florida Southern College	
M.F.A., University of Florida	
HUNEKE, WINIFRED H.	Nursing
R.N., B.S., M.S., University of Pennsylvania	
JARVIS, DOROTHY D.	Nursing
R.N., B.S., Cornell University School	
M.S., Boston University	
JEFFERSON, FREDDIE S.	North Campus
B.A., Florida A&M University	
M.A., Stetson University	
Ed.S., Florida State University	
JENKINS, JOHN E.	Counselor, North Campus
A.A., Volusia Community College	
B.S., M.S., Florida A&M University	
JOHNSON, ELIZABETH J.	Mathematics
B.A., Spelman College	
M.S., Emory University	

## **Faculty**

<b>JOHNSON, PATRICIA A.</b>	Music
B.M., B.M.E., M.M., Howard University	
<b>JOHNSTON, H. ALAN</b>	Psychology, North Campus
B.S., Trinity University	
M.Ed., University of Virginia	
Ph.D., University of Florida	
<b>JONES, JOAN S.</b>	Communications
B.A., Mexico City College	
A.M., University of Cincinnati	
<b>JONES, ROBERT D.</b>	Music
B.S., West Chester State College	
M.A., University of Connecticut	
<b>KNOWLES, BOBBIE LEE</b>	Physical Education
B.S., Florida State University	
M.S., West Virginia University	
<b>KOCHEL, ROSALIND S.</b>	Social Science
B.S., M.S., Florida State University	
<b>KRAMER, GORDON J.</b>	Communications
B.A.E., M.Ed., University of Florida	
<b>KRIEGER, PETER J.</b>	South Center
B.S.E., University of Florida	
M.Ed., Ed.D., Florida Atlantic University	
<b>KRUMM, BYRON C.</b>	Dental Laboratory Technology
Franklin University	
<b>LANGSTON, MARIE A.</b>	Mathematics
A.A., Palm Beach Junior College	
B.S., University of Florida	
<b>LEAHY, FRANCIS L.</b>	Communications
A.B., Morningside College	
M.A., University of South Dakota	
<b>LEDBETTER, M. FRANCIS</b>	Business Education
B.S., Florida State University	
M.Ed., University of Florida	
<b>LESKO, JOSEPH M.</b>	Science/Chemistry
B.S., M.Ed., University of Pittsburgh	
M.S., University of Mississippi	
<b>LONG, RONALD A.</b>	Counselor, North Campus
B.A., Anderson College	
M.A., Ball State University	
<b>LUCAS, JAMES L., III</b>	Glades Center
B.A., M.Ed., Clemson University	
<b>MARSTELLER, GLEN A.</b>	North Campus
B.S., Moravian College	
M.S., Florida State University	
<b>MATTHEWS, BARBARA C.</b>	Social Science/Psychology
A.A., Palm Beach Junior College	
B.A., M.Ed., Florida Atlantic University	

## Faculty

cCALILEY, CHARLES C.	Business Law
B.S., Georgia Institute of Technology	
B.S.B.A., J.D., University of Florida	
cCANN, HARRIET S.	Nursing
R.N., Cochran School of Nursing	
B.S., M.S., New York University	
cCLAY, ILEANA C.	Music
A.A., Palm Beach Junior College	
B.F.A., Florida Atlantic University	
cCRACKEN, WILLIAM J.	Science/Biology
A.A., Okaloosa-Walton Junior College	
B.S., Florida State University	
M.S., Iowa State University	
cCREIGHT, CHARLES R.	Communications
B.S., Western Illinois University	
M.Ed., University of Illinois	
cLAUGHLIN, FRANK J.	Counselor, Student Personnel
B.S., Youngstown University	
M.A.Ed., Westminster College	
cNEELY, MARIAN C.	Counselor, Student Personnel
A.B., Notre Dame College	
M.Ed., Kent State University	
Ed.D., Nova University	
EEKER, SYLVIA C.	Related Health
A.B., Smith College	
O.T. Certificate, Columbia College of Physicians and Surgeons	
Reg. O.T., The American Occupational Therapy Assn., Inc.	
ELDON, ALFRED W., Jr.	North Campus
B.A., New York University	
M.A., Columbia University	
ERKLE, EVELYN M.	Nursing
A.S., Palm Beach Junior College	
B.S.N., Florida International University	
M.Ed., Florida Atlantic University	
ETTS, PATRICIA M.	Nursing
R.N., Massachusetts General Hospital	
B.S., University of Miami	
M.P.H., University of Michigan at Ann Arbor	
Ed.D., Florida Atlantic University	
EYER, LOIS O.	Communications
B.A., Carthage College	
A.M., University of Illinois	
Ed.S., Florida Atlantic University	
ILLARD, PHILIP W.	Engineering Technology
A.S., Palm Beach Junior College	
B.S., Northeast Missouri State Teachers College	
OONEY, STAFFORD M.	South Center
B.A., M.A., Xavier University	

## **Faculty**

<b>MULLINS, THOMAS D.</b>	Counselor/Athletic Director
B.A., M.A., Georgetown College	
<b>MUSTO, ARTHUR E.</b>	Communications
B.F.A., Carnegie Institute of Technology	
M.A., University of Connecticut	
<b>MYATT, ELEANOR J.</b>	Social Science
A.B., William Smith College	
M.A., Smith College	
<b>PAINTER, BERNARD E.</b>	Glades Center
B.S., Indiana University of Pa.	
M.Ed., Pennsylvania State University	
<b>PARKS, GORDON L.</b>	Science/Physics
B.S., No. Georgia College	
M.S., Ph.D., Clemson University	
<b>PAYNE, JOSEPH O.</b>	Social Science
B.A., Erskine College	
M.Ed., University of North Carolina	
<b>PEREZ, FRANK H.</b>	Communications
A.B., M.A., University of Miami	
<b>PETERSON, ROBERT C.</b>	Business Administration
B.B.A., M.B.A., Case-Western Reserve University	
<b>PHILLIPS, JOHN A.</b>	Glades Center
B.A., Livingston University	
M.A.T., University of Montevallo	
Ph.D., University of Southern Mississippi	
<b>PIERMATTEI, M. HELENE</b>	Dental Hygiene
R.D.H., Forsyth School for Dental Hygienists	
A.S., Northeastern University	
<b>PLATT, JOHN W., JR.</b>	Communications
A.B., Wofford College	
M.A., University of South Carolina	
<b>POOLE, NOREEN K.</b>	Nursing
R.N., Jefferson Med. College Hospital	
B.S., Wayne State University	
M.Ed., Florida Atlantic University	
<b>PRENTICE, MAVILENE</b>	Home Economics
B.S., University of Alabama	
M.S., Purdue University	
<b>PRYWELLER, SEYMOUR</b>	Music
B.Mus.Ed., M.Mus.Ed., Indiana University	
<b>PUGH, EDWIN V.</b>	Social Science/History
B.S.E., Geneva College	
M.A., University of Pittsburgh	
<b>PURTZ, CARL F.</b>	Engineering Technology
B.S., Stetson University	
M.S., Ohio State University	
<b>RAMOS, ARTHUR C.</b>	Science/Physics, Physical Science
B.S., M.A., Middle Tennessee State University	

**Faculty**

RHODES, JACK D.....	Physical Education
A.A., Palm Beach Junior College	
B.S., Florida Southern College	
M.Ed., Florida Atlantic University	
RICHARDSON, MARGARET B.....	Librarian
B.S., Alabama State College	
M.S., in L.S., Atlanta University	
RICHMOND, SANDRA S.....	Glades Center
B.A., M.A.T., Florida Atlantic University	
RIVE, JULIO R.....	Business/Hotel-Food Service
B.A., University of Richmond	
M.S., Florida State University	
ROBERTS, BENJAMIN S.....	Librarian
B.S., Georgetown University	
M.A., Florida State University	
ROBINSON, TRINETTE W.....	Social Science
A.A., Palm Beach Junior College	
B.A., M.A., Florida Atlantic University	
ROUSE, JACQUELINE A.....	Social Science/History
B.A., Howard University	
M.A., Atlanta University	
RUSSAL, BARRY K.....	Glades Center
B.A., City College of New York	
M.A., University of Wisconsin	
Ph.D., Kent State University	
SABONIS-CHAFEE, BARBARA .....	Related Health
B.S., University of Connecticut	
B.S., Virginia Commonwealth University	
M.A., West Georgia College	
SAEKS, JEFFREY I.....	Science/Physics
B.S., Ohio State University	
B.S., M.S., Florida Atlantic University	
SALISBURY, ELEANOR MAYOCK .....	Social Science/Psychology
B.M., B.S., Misericordia College	
M.S., Bucknell University	
SAMMONS, H. DOUGLASS.....	Science/Biology
A.A., Palm Beach Junior College	
B.S., University of Maryland	
M.S., Florida State University	
SAUNDERS, FRANKLIN F.....	Related Health
B.S., M.A., Columbia University	
Ph.D., Florida State University	
SCHNEIDER, ARTHUR E.....	Communications
B.A., DePauw University	
M.A., Florida State University	
SEEMAYER, DELORES .....	Related Health
R.N., Tampa Hospital	
B.S.N.E., M.S., Florida State University	

## **Faculty**

<b>SHACKELFORD, OSCAR E.</b>	.....	Law Enforcement
A.A., Palm Beach Junior College		
B.A.A., M.P.A., Florida Atlantic University		
<b>SHAPINS, PATRICIA S.</b>	.....	Dental Assisting
R.D.H., B.S., University of North Carolina		
<b>SHAW, ROBERT G.</b>	.....	Mathematics
B.S., Wake Forest College		
M.Ed., University of North Carolina		
<b>SLATERY, W. PATRICK</b>	.....	Art
A.B., University of Chattanooga		
M.A., East Tennessee State University		
<b>SMITH, SUE C.</b>	.....	Business Education
B.S., Bethel College		
M.A., Peabody College		
<b>SMYTHE, JANE M.</b>	.....	Dental Hygiene
R.D.H., C.D.A.		
A.S., Palm Beach Junior College		
B.H.S., Florida Atlantic University		
M.S., Voc.Ed., Florida International University		
<b>STECKLER, ANN H.</b>	.....	Business Administration
A.B., Allegheny College		
M.A.T., Florida Atlantic University		
<b>STERLING, JEWEL S.</b>	.....	Communications
B.A., M.A., North Texas State University		
<b>STILL, MARY J.</b>	.....	Mathematics
A.B., Trevecca Nazarene College		
M.Ed., Auburn University		
<b>SUKUMARABANDHU, KAMTHORN</b>	.....	Science/Chemistry
B.S., M.S., University of the Pacific		
Ph.D., University of Cincinnati		
<b>SUTTLE, ROBERT L.</b>	.....	Business/Retailing
B.S., University of North Carolina at Charlotte		
M.Ed., Ed.D., University of Georgia		
<b>SWEET, RAYMOND W.</b>	.....	Mathematics
B.A., M.A., State College of Iowa		
<b>TAYLOR, SALLIE R.</b>	.....	Communications
A.B., Florida State University		
M.A., University of Florida		
<b>TERHUNE, DAN LEE</b>	.....	South Center
B.S., The Defiance College		
M.Ed., The Wright State University		
Ed.D., University of Florida		
<b>THOMAS, MILTON U.</b>	.....	Audio Visual Coordinator
B.S.Ed., State Teachers College, California, Pa.		
M.A.Ed., (AV), Appalachian University		

**Faculty**

<b>OMASELLO, MEACHAM O.</b>	.....	Communications
B.S., M.S., Florida State University		
<b>OOMEY, CHARLES G.</b>	.....	Science/Chemistry
B.S., Murray State College		
M.S., University of Mississippi		
<b>OOMATH, MAJORIE A.</b>	.....	Dental Hygiene
Cortland State University		
R.D.H., Eastman Dental Dispensary		
B.S., Florida International University		
<b>URK, JO M.</b>	.....	South Center
B.A., M.A., Florida Atlantic University		
Ph.D., University of Florida		
<b>WAN WYHE, WILLIAM K.</b>	.....	Mathematics
B.A., Calvin College		
M.A., Michigan State University		
M.A., University of Oregon		
<b>WADE, IDELLA B.</b>	.....	Librarian
B.S., Florida A&M University		
M.S.L.S., Atlanta University		
<b>WALKER, DONNA M.</b>	.....	Related Health
R.N., Worcester Hahnemann Hosp. School of Nursing		
<b>WEATHERLY, JAMES N. JR.</b>	.....	South Center
B.S., M.B.A., University of North Carolina		
<b>WHITEHEAD, SHARON J.</b>	.....	Dental Assisting
Certified Dental Assistant		
<b>WIDDOWS, RUTHANNA R.</b>	.....	Retailing
B.S., Miami University		
M.S., New York University		
<b>WILSON, WILLIAM J.</b>	.....	Communications
B.S. in Ed., Illinois State University		
M.A., George Peabody College		
<b>WITHERSPOON, DOROTHY D.</b>	.....	Communications
B.S., Paine College		
M.Ed., Florida Atlantic University		
<b>WOODS, MARY J.</b>	.....	Nursing
A.A., King's College		
B.S., Cornell		
M.S., Rutgers University		
<b>YINGER, RICHARD E.</b>	.....	Social Science/Sociology
B.S., Millersville State College		
M.S., Ph.D., Florida State University		
<b>YOUNG, JOAN C.</b>	.....	Communications, North Campus
B.S., M.S., State University of New York		
<b>ZACHERL, ALICE</b>	.....	Asst. Director, Library Services III, Glades Center
B.S./Ed., Clarion State College		
M.S./L.S., University of Pittsburgh		

## Faculty

## Part Time Instructors

Palm Beach Junior College employs qualified part-time instructors, both for workshops and seminars and for credit courses. In our area, a large number of outstanding teachers are available for this service, and the college takes pride in their credentials and accomplishments. It is difficult, however, to obtain a list for their catalog which would be complete and current. The following list, supplied by center administrators and, at PBJC Central, by department chairmen, is intended to be representative rather than complete.

### PBJC North

BERGEN, DONNA  
BUCKNER, MICHAEL  
BURNHAM, DAVID  
CHANG, DR. DAVID  
CHILCOTE, THOMAS  
COFFEY, ALAN  
COMISKEY, EMMETT  
CORRAGIO, MARY-DEIRDRE  
DERRY, JOSEPH  
EASSA, JR., JOE  
FLYNN, PATRICK  
FRANKLIN, ALFRED  
GODBY, STEVEN  
HAMLIN, MAE  
HANNA, PAUL  
HEYWARD, GLENN  
HOWDEN, LANCE  
HULLIHAN, DR. WILLIAM F.  
HUSVAR, FRANK  
IERACE, FRANCIS  
JOHANNSEN, CHRIS  
KRISCHER, BARRY

MADSON, RICK  
MARBAN, DR. JORGE  
McCAGHREN, V. CRAIG  
McCLAIN, MARY ANN  
McDONALD, WILLIAM  
MILLER, BONNIE  
NEAL, MICKEY  
PICKETT, DONALD A.  
PINDER, ALLAN  
ROBINSON, JR., ISAAC  
SABO, DR. JOHN  
SHALHOUB, ROBERT M.W.  
SHEPARD, DAVID J.  
SHETLER, CAROLE  
SHOUTES, TERRY W.  
SILBERMAN, DR. MORRIS  
TAYLOR, DENNIS J.  
TOOMEY, JR., JOHN W.  
WEBER, NANCY L.  
WILLIAMS, ARCH C.  
WOODS, FRANK  
WAINER, MARK

### PBJC South

AGINS, BARNETT  
ARICO, ANTHONY  
BITTNER, BARBARA  
BROWN, MICHAEL  
BROWN, DR. ROBERT  
BUNTINX, SELVA  
BUTLER, CYNTHIA  
CASSOLILI, LAUREN  
COBLENTZ, LINNEA  
CROSS, DR. ARLENE  
CROSS, BETTY  
COFFER, JUDITH  
CUERVO, DIANE  
CUTIE', EDUARDO  
CURLESS, DR. WILBUR  
DORST, MARY  
EAKER, ELISABETH  
GALLON, WILLIAM

KLEIN, CLIFFORD  
KURNIK, HANNELORE  
LUCAS, CAROL  
MADDOK, DONNA  
MEYER, DR. JOHN  
MILLER, JANE  
MODDER, PHILIP  
NANZ, ROBERT  
NATHAN, FRIEDA  
OTTO, MARILYN, P.  
PARK, MICHAEL  
PATTON, BARBARA  
RAZNOFF, BEVERLY  
REED, JOSEPH  
RICE, ROBERT  
SHENKIN, HUBERT  
SPINALLA, PATRICIA

ELSTON, FRED  
ILL, DR. NEWELL,  
OEBEL, ROBERT  
REGORY, PETER  
UERRERA, FRANK  
DSET, WALTER  
EFFERSON, ESTELLE  
USTER, SUZANNE  
IZLIK, DR. ROBERT  
IZLIK, SANDRA

STONE, DON  
SUMMERS, LINDA  
SCHOOLEY, DONNA  
SMITH, DR. D. LARRY  
SWANSON, PAUL  
TARNEY, FRANK  
TAYLOR, SEMMIE  
TSURUTOME, SANDRA  
WALLENIUS, SHERYL  
WITKOV, CARY

### **PBJC Glades**

SHTON, SUSAN  
ASS, FREDERICK  
ENNEDT, ROBERT  
LUMBER, DR. HARRIS  
BROWN, W. R.  
CAMPBELL, PAMELA  
CARBARY, ROSE MARIE  
UFF, LYLE E.  
EVANS, DAVID T.  
GATES, JOY  
GOODLETT, C. DAVID  
KELLY, JAMES  
KIRBY, ANN  
LAMPEL, THOMAS  
LEMONS, HARVEY  
LUTZ, BRENDA  
McCoy, RICHARDINE  
MILLER, HARMA

MILLER, DR. MICHAEL D.  
MORGAN, PAUL  
MULALLY, RAYMOND  
OLDS, DR. LONNIELL  
PIERSON, THOMAS  
RAHI, DR. G.S.  
REPLOGLE, ROBERT  
RICHMOND, DONALD G.  
SANDERS, ROBERT  
SHEARIN, DR. NORMAN  
SPOONER, DAVID  
STEPHENS, EDNA  
STEVENS, FREDERICK  
TANKERSLEY, DONALD  
TAYLOR, CHARLES  
VANDERPOOL, GERVIN  
WARD, JIMMY B.  
WATVE, MYLINGH

### **PBJC Central Engineering**

AUSTIS, JAMES H.  
BEAN, ROBERT  
BRUCE, OWEN  
CAVANAUGH, WILLIAM  
CHURCH, GERALD  
COOPER, JAMES  
DAVIS, DENNIS  
FRECK, DAVID  
GERNER, RAY  
GIMPLE, NORMAN  
HINCKLEY, LEONARD

LEWIS, WILLIAM  
McCUE, MICHAEL  
MOLZER, RICHARD  
MAYO, WAYLAND  
RIKER, WILLIAM  
SCHINDLER, MARVIN  
SCHNEIDER, GEORGE  
SHEPHERD, DENISE  
TYDINGS, WILLIAM  
WILKINS, WILLIAM

### **Business**

BAUGHMAN, J.  
BUTLER, DR. VERNISE  
CAMPBELL, CHARLES  
CANTLEY, KAYE  
CLEARLY, CALVIN  
FLUTY, FRED  
JONES, DAVID

PITTARD, JAMES  
ROBINSON, S. JESSE  
SCHUL, LYNDA  
SPENGLER, JOYCE  
TANTLINGER, FRANK  
WHITAKER, JACK

## **Faculty**

PBJC Central, continued

### **Library**

RYAN, NANCY

### **Art**

BINNER, ALFRED  
BORODYCHUCK, ANITA  
MADIGAN, CARA  
MURPHY, CAROLE

### **Communications**

BURKE, WILLIAM  
DUXBURY, ALICE  
NOBLE, DR. ARTHUR  
ROUSON, VIVIAN

### **Dental Health**

GONSKI, DR. EDWARD

### **Law Enforcement**

BLOUNT, CORNELIUS  
HARRISON, JUDGE HOWARD  
LENTINI, CAPT. RONALD  
PINTACUDA, JAY

### **Mathematics**

KIRSHNER, WILLIAM  
KOZA, SISTER GWEN  
MIGHDOLL, NANCY  
TEDCASTLE, SHARON

### **Music**

BUTTERWORTH, DR. DONALD  
CARNEVALE, PETER  
DREVET, PHILIPPE  
ELLEFSEN, WALTER  
KEITH, ANNA  
MILLER, BETTY J.

### **Nursing**

BOORMAN, VIRGINIA

### **Physical Education**

LEE, ANNETTE  
WEBER, NANCY

### **Related Health**

BUECHLER, NANCY  
CARTER, KEVIN R.  
DOODY, LAURA  
HAKUCHA, DR. MICHAEL  
HORTON, CATHERINE  
KENNEDY, E. RAY  
NIKLES, CAROL  
SUMNER, DEANNA

### **Science**

DORIN, HENRY  
HYMAN, JEROME  
PETROS, LARBEE W.  
PLAGER, EDITH  
ROBINSON, PATRICIA A  
TATE, ANN C.  
WALESKY, RICHARD E.  
WOOD, DR. JAMES III

### **Social Science**

BUTLER, DAISY T.  
DURRER, SISTER JEAN  
MURRAY, DIANA STANTON  
STANTON, DR. MARY  
SALINGER, RUTHANN

## Confidential Personnel

BEALL, MARY K.  
 BRADBURY, RUTH B.  
 CARLISLE, ALICE P.  
 CHILDERS, BETTY L.  
 CLARK, THOMAS A.  
 GRIFFIN, BONNIE I.  
 HOUSE, JANICE E.  
 HOUSTON, CYNTHIA E.  
 HOWARD, STEVEN C.  
 JACKSON, SOLOMON  
 ONES, FRANCES C.  
 ONES, LEVERNE  
 KHOURY, RENE L.

MATTSON, SONIA M.  
 MILLER, KATHY  
 MOONEY, RHEA  
 PAWLEY, EMILY J.  
 REDDY, MARIE J.  
 SANDERS, BETTY J.  
 SCHMIDT, BETTY J.  
 SMITH, SARA C.  
 THORNTON, SALLE F.  
 VAZQUEZ, MARILYN C.  
 WILKERSON, JAMES T.  
 WOLFMUELLER, CAROL S.  
 WOODYARD, NORMA A.

## Classified Personnel

ADAMS, JODY  
 ALBER, LISE I.  
 ANDERSON, GLADYS, J.  
 ANDERSON, JOHN W.  
 AUCHTERLONI, HELEN  
 BARTELS, BARBARA J.  
 BASS, CARL L.  
 BATTLE, ELEANOR A.  
 BECTON, SHARVELL  
 BELLEMAN, BARBARA R.  
 BENN, STANLEY C.  
 BISKUPIAK, NANCY A.  
 BOLLON, FRANK R.  
 BOMGARDNER, GEORGE R.  
 BOVE, CHRISTINE M.  
 BOYLE, MARIE B.  
 BRAEUNIG, BARBARA A.  
 BRINDLE, DAVID H.  
 BROWN, PENELOPE P.  
 BROWN, WADE JR.  
 BUHL, NANCY A.  
 BUNTIN, JOHN W.  
 BURNS, SYBIL R.  
 BUTTERWORTH, DONALD Q., JR.  
 CAMPBELL, META C.  
 CANNON, MARY L., L.P.N.  
 CARD, IRENE E.  
 CARGILL, JAMES A.  
 CARROLL, DEBRA R.  
 CARROLL, MARJORY R.  
 CASSELL, SARALEE  
 CASSIDY, SUSAN  
 CATES, JOYCE  
 CHARLES, JANET G.  
 CLAPSADDLE, ROBERT E.  
 CLOSI, PETER  
 COLLETT, RONALD L.  
 COMBEST, RUBY E.

CONTI, LORE R.  
 COPELAND, CAROLYN  
 CORNER, GERALDINE  
 CORSARO, WILLIAM L.  
 CRAWFORD, GRACE M.  
 CROWLEY, KATHY A.  
 DALTON, LAURA J.  
 DAVIS, PAUL L.  
 DECKER, RICHARD  
 DELORME, GAYLE R.  
 DE ROCHEMONT, TERESA  
 DURRENCE, CATHERN J.  
 DWYER, SUSAN J.  
 ELDITTON, SUSIE M.  
 ENOS, LUCILE A.  
 FINTON, LLOYD L.  
 FOOTE, DIANA L.  
 FOURNIER, ROLAND L.  
 FOUSE, ISABELLE A.  
 FRANCIS, JACQUELYN E.  
 FRAWLEY, BARBARA G.  
 FRAZIER, SUE  
 GAMBINO, GHRISTINE A.  
 GARVEY, ROBERT E.  
 GIEL, MARY ANN  
 GIVEN, JOHN F.  
 GOLDSTEIN, NORMAN L.  
 GOLDSTEIN, ROBERT L..  
 GREENE, PATRICIA A.  
 HAMER, EMILY S.  
 HAMILTON, MARY  
 HANSON, CAROL V.  
 HARLEY, SAMUL  
 HARRIS, GERALDINE C.  
 HAYES, WILLIAM C.  
 HAYNES, LLOYD D.  
 HEBERT, MADLYN A.

## Staff

### Classified Personnel, continued

HICKS, CLARA  
HOLLIS, GLORIA J.  
HUBBLE, BETTY J.  
HUTCHINS, JAMES W.  
JACKSON, DAISY E.  
JEFFERSON, PENELOPE P.  
JOHNSON, ALICE M.  
JONES, LEVERNE A.  
KAHLE, DOROTHEA Z.  
KIGER, ANNA M.  
KIRKHART, JACOB L.  
KLEIN, SHIRLEY  
KNIGHT, BENJAMIN S.  
KUNSMAN, MARGARET E.  
LACEY, BETTY T.  
LADY, BOBBIE  
LAFFERTY, RUTH P.  
LAMPINEN, EDWARD A.  
LARAWAY, OLGA F.  
LAROCHE, CHRISTOPHER  
LEALAND, CLEODIS  
LESTER, YUORA D.  
LEWIS, BETTY J.  
LINN, BETTY J.  
MANNIN, J. MITCHEL  
MARKWOOD, MARY A.  
MARUSZAK, FRANK S.  
McCONNEL, K. ROBERT  
McDONOUGH, LOUISE I.  
McGHIE, JOHN D.  
MCKENNA, JESSIE O.  
MC LAUGHLIN, JEAN L.  
MEADOWS, HAROLD L.  
MEYERS, BETSY B.  
MILLER, DIANE L.  
MONAS, LESLIE A.  
MOONEY, RHEA  
MURDOCK, OPAL C.  
NAVARRO, MARITZA  
NEWMANN, JUDITH E.  
NEWKIRK, KAY F.  
NIESZ, MILDRED E.  
O'DONOVAN, LUCRETIA H.  
O'NEIL, KATHY W.  
OPALIO, LEONA A.  
ORSENIGO, MARY B.  
OWENS, CALLIE J.  
PARKER, SHARON P.  
PEARSALL, DONALD V.  
PENNINGTON, ANN L.  
PLAGER, EDITH M.  
PODRAZA, CHESTER F.  
PRIEST, CAROL J.  
RANDOLPH, JAMES A.  
RAUTIO, OLLI K.  
REASNER, MAY ANN J.  
REES, DOROTHY E.  
RICCIARDI, E. ANTONI  
RICHARDS, DOROTHY  
RIGBY, SUSAN  
RIOS, C. IRIS  
ROBERTS, FREDA M.  
ROBERTS, MARIE C.  
ROGERS, CHRISTINE M.  
SHEA, KENNETH W.  
SIMPKINS, WINNIE L.  
SMARDIN, TOBY  
SMITH, ROSWITHA M.  
SMITH, WILLIE REE  
SOSENSKY, MICHELE  
SOULE, JAMES D.  
SOUTHARD, MARION W.  
SPRAGUE, MARION L.  
ST. BERNARD, JOYCE S.  
STEMERSMAN, ALEX  
TACEY, JEAN M.  
TANGUAY, M. RITA  
TATMAN, MARLA L.  
TAYLOR, MARY ELLEN  
THOMPSON, JOHN  
THORNTON, VICTORIA L.  
THROOP, JOSEPH  
TIDDENS, ARLENE  
TINGLER, MARY L.  
TRUTT, JEANNE A.  
TUCKER, BARBARA M.  
ULBRICHT, DONALD E.  
WALKER, JAMES J.  
WALSH, MARY ANN  
WARD, JANE  
WARNE, NANCY J.  
WEBB, ARTHUR M.  
WILLIAMS, EDWARD J.  
WILLIAMS, GARY  
WILSON, KITTIE L.  
WITHROW, LINDA K.  
WOEBER, KAY E.  
WOJCIECHOWSKI, MARILYN  
WOOKRICK, STEPHEN L.

**Emeritus Faculty-Administration**

<b>LBERTSON, MARY SUSAN . . . . .</b>	Chairperson, biology department 1933-63
B.S., Cornell University	
M.A., Columbia University	
<b>LLISON, PAUL W. . . . .</b>	Assistant Dean of Academic Affairs 1958-74
A.B., St. Lawrence University	
M.B.A., Harvard University	
<b>USTIN, LEON F. . . . .</b>	Electronics 1963-76
B.S., M.S., Florida State University	
<b>AKER, HOWARD . . . . .</b>	Biology 1958-69
B.S., M.S., Kansas State Teachers College	
<b>AUGHER, JAMES . . . . .</b>	Financial Officer 1957-59
B.S. Indiana University	Director of Business Affairs 1959-69
M.Ed. University of Florida	
<b>ULLOCK, RUBY L. . . . .</b>	Mathematics 1965-78
A.V., Florida A&M University	
M.A., University of Chicago	
M.A., University of Main	
<b>UTTERFIELD, LEE E. . . . .</b>	Chairperson, foreign Language Dept. 1963-74
A.B., H.L.D., Hillsdale College	
M.A., McGill University	
<b>UTTERWORTH, DONALD Q. . . . .</b>	Music 1964-78
B.M., M.M., Eastern School of Music	
Ed.D., Teachers College, Columbia University	
<b>CONNELL, CHARLES K. . . . .</b>	Engineering 1964-75
A.A., Palm Beach Junior College	
B.S., M.S., Florida State University	
<b>CONNELLY, OLGA . . . . .</b>	Communications 1965-77
B.S.E., Pennsylvania State Teachers College	
M.A., University of Michigan	
<b>COOPER, JAMES A. . . . .</b>	Electronics 1960-77
B.S., Georgia Institute of Technology	
B.S., M.S., U.S. Naval Post Graduate School	
<b>D'ANGIO, ROBERT A. . . . .</b>	Social Science 1968-73
B.A., M.A. Stetson University	Director of Continuing Education, 1973-79
	North Campus
<b>DAVEY, ELIZABETH Y. . . . .</b>	Dean of Women, Counselor 1965-79
B.S., Douglass College, Rutgers University	
M.S., Barry College	
<b>DAVIES, SIDNEY H. . . . .</b>	Social Science 1962-72
A.B., Oglethorpe University	
B.D., M. of Div., Vanderbilt University	
S.T.M., S.T.D., Temple University	
<b>DIXON, ELEANOR R. . . . .</b>	Business Education 1961-72
A.B., M.A., University of Kentucky	
<b>EBERT, REUBEN . . . . .</b>	Mathematics 1965-67
B.Ed., Illinois State Normal University	
M.A., Columbia University	
PhD., New York University	

## Faculty

<b>EDMONDS, RALPH M.</b>	Social Science 1963-73
B.A., University of Maryland	
M.S., Florida State University	
<b>ENGEL, THEODORE B.</b>	Chairperson, Dept. of Dental Health Services 1962-72
D.M.D., University of Pittsburgh	
<b>FORSHAY, DAVID A.</b>	Social Science 1955-73
A.B., Florida Southern College	
M.Ed., University of Florida	
<b>GATHMAN, CRAIG A.</b>	Biology 1948-52, 1955-76
B.S., Alfred University	Chairperson, 1964-70
M.S., University of Miami	
<b>GHIOTO, BANNA I.</b>	Nursing 1974-79
R.N., Memorial School of Nursing	
B.S., University of Michigan	
M.S., University of Maryland	
<b>GLYNN, PAUL J.</b>	Vice President, Student Affairs 1949-78
B.S., New Jersey State College	
M.A., Montclair State College	
<b>GRAY, JOSEPHINE M.</b>	Art 1964-78
B.A., William Penn College	
M.A., Teachers College, Columbia University	
<b>GROSS, IMOGENE A.</b>	Chemistry, Physics 1933-56
B.S., Georgia State College for Women	
M.A., Johns-Hopkins University	
<b>HAKUCHA, MICHAEL</b>	Assistant Chairperson, Dental Hygiene 1965-76
B.S., D.D.S., University of Pittsburgh	
<b>HALL, EDITH F.</b>	Business/Home Economics 1949-79
B.S., M.S., Florida State University	
<b>HERMAN, DOROTHY PEED</b>	English 1960-69
B.S., Tufts, University	
M.A., Florida State University	
<b>HINCKLEY, LEONARD</b>	Engineering 1965-75
B.S., M.E., North Carolina State	
M.Ed., Florida Atlantic University	
<b>HOLZMAN, ROBERT C.</b>	Business 1965-68
B.A., Colgate University	Chairperson, Business Department 1968-76
M.Ed., University of Miami	
<b>HUBER, EARL B.</b>	Chairperson, Basic Studies Department 1961-74
A.B., M.A., Western Kentucky State College	
<b>JENSEN, NINA K.</b>	Chairperson, Art Department 1948-64
B.S., M.A., Diploma of Fine Arts, Columbia University	
<b>KNITTLE, CARL R.</b>	Communications 1966-79
B.A., North Central College, Naperville	
B.D., Yale University	
M.A., Ohio State University	

**Faculty**

<b>EGGITT, DOROTHY</b>	Basic Studies 1965-73
Ph.B., M.A., University of Chicago	
L.H.D., University of Illinois	
<b>MACKENZIE, C. CATHARINE</b>	Nursing 1960-70
R.N., B.S., University of Pennsylvania	
M.A., Columbia University	
<b>HANOR, HAROLD C.</b>	President 1957-78
B.P.S.M., M.A., Ed.D., Indiana University	
<b>MARTIN, JOHN W.</b>	Business Administration 1966-70
A.B., University of Florida	
M.A., Stetson University	
<b>MAYFIELD, LAURENCE H.</b>	Guidance, Registrar 1958-75
B.S., M.S., Kansas State College	
<b>McCUE, MICHAEL J.</b>	Engineering 1966-75
University of Michigan	
<b>MORSE, MARIAN F.</b>	Psychology, Social Studies 1934-55
A.B., Smith College	
M.A., Florida State University	
<b>OKERSTROM, THELMA C.</b>	Business Education 1955-68
A.B., Marshall College	
M.Ed., University of Pittsburgh	
<b>PHILLIPS, EMMA J.</b>	English 1958-70
A.B., A.M., PhD., Indiana University	
<b>ROYALL, WALTER H.</b>	Data Processing 1965-76
B.A., McMaster University	
<b>SAILE, MARCIA C.</b>	Mathematics 1957-58, 1965-77
A.B., Houghton College	
M.A., University of Michigan	
<b>SCHILD, MILDRED M.</b>	Mathematics 1964-76
A.B., Florida State University	
M.A., University of North Carolina	
<b>SMILEY, LILLIAN</b>	Chairperson, Nursing Department, 1959-69
R.N., Washington University School of Nursing	
B.S., M.A., Columbia University	
<b>TRICHLER, JAMES R.</b>	Dental Laboratory Technology 1965-79
C.D.T.	
<b>TRUCHELUT, GEORGE B.</b>	Chemistry 1976-78
	Chairperson, Chemistry Department 1968-76
A.B., M.S., Emory University	
PhD., Texas A&M University	
<b>TUTTLE, LAWRENCE D.</b>	Chairperson, Law Enforcement Department 1970-79
	Social Science 1966-70
A.A., George Washington University	
B.S., M.Ed., Florida Atlantic University	
<b>WARNER, LEON B.</b>	Guidance 1963-75
A.B., Union College	
M.Ed., University of Rochester	



Music plays an important role at PBJC—  
both as a learning experience *and* fun





## *This is PBJC*

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Only one member of "The Earth Tremors" PBJC's favorite male quartet over the past two years is from the music department—Dr. Hugh Albee, right. Others are Frank Adams, English teacher, left, Dr. James Miles, Art Department Chairperson, and Jonathan Koontz Director of Information Services.



PALM BEACH JUNIOR COLLEGE, as you will find it described in this section of the catalog, is a fairly large (10,000 plus credit students at the beginning of the fall term) multi-campus community college, designed to serve principally the people of Palm Beach County from age 17 to 100, but also attracting students from other states and from other nations.



Sy Pryweller, PBJC band director, looks familiar when conducting, or even when playing the trumpet, but this photo proves he goes beyond his own instrument when duty calls.

It has buildings, equipment, faculty, students, administration and other staff, suitable subjects for the short photo-essay that begins this section—and all featured at one time or another in past catalogs. More, however, than buildings and equipment, PBJC is people—people who do things you might not expect them to do, for the good of the college community. Herewith, a small portfolio of people doing slightly unusual things.

On the preceding page are some of these people, dressed in colorful T-shirts that say "PBJC: A Good Habit", the college slogan during a successful campaign to get the county to vote for a half mill tax for two years for repair, renovation, remodeling and equipment. The campaign, undertaken despite dire warning from many professional politicians, received majority vote on March 11, 1980, the same day the same county voters turned down a bond issue for better roads. This photo, taken at a political rally, made local newspapers, and the story of the rally was covered by the national press. PBJC workers put in many thousands of hours of volunteer work to obtain this important vote of confidence from the people of the county.

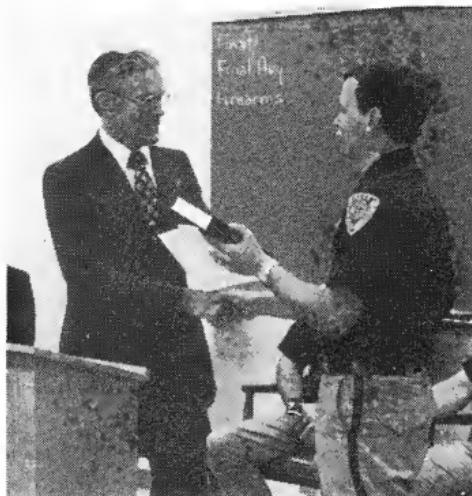
ude Edwards, left, Director of Physical Plant and Dr. Edward M. Eissey, President, are not just posing as cooks, they really worked.



Dr. Eissey, proclaimed by Dr. Eissey as the greatest snook fisherman in the world, came close to proving his claim when, in the summer of 1979, he caught and cooked enough snook to feed the entire summertime staff at PBJC Central.



oving that we eat as well as we cook are Social Science Dept. Chairman Sam Botts, left, and Vice President for Academic Affairs Charles Graham, right. Dr. Graham cooked hushpuppies for the snook fry.



In a familiar role, giving out an award, is Joseph Macy, left, Chairperson, Law Enforcement, with Joseph Dietz, of the Palm Beach Police Department as the recipient.



Teachers also receive awards. Frank Leahy, drama, gets one from student Jim Lewis.

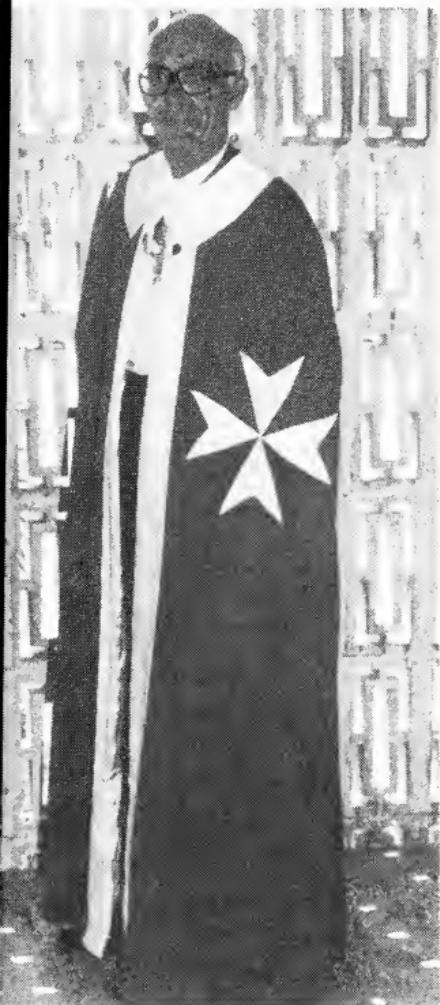
And Watson B. Duncan, III, Chairperson, Communications, takes a gift from a class presented by Keith Young.



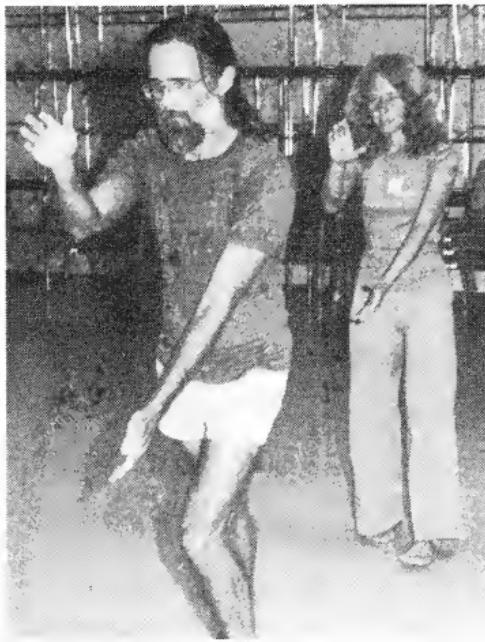
While three retirees are shown at a luncheon in their honor, Banna Ghioto, Nursing, left, Carl R. Knittle, Communications, and Elizabeth Davey, Counselor.



chemistry instructor Jack Fayssoux teaches Tai Chi, a form of martial art now practiced to increase body awareness. Shown here is Fayssoux with student Joann Mullendore.



Fred Holling, Director of Continuing Education, PBJC Central, is shown contemplating what is left of PBJC's redwood. Fred grew a seedling given to the college as a bicentennial gesture by the College of the Redwoods to this height before it succumbed to the Florida weather. Undaunted, Fred has already started a couple of more redwoods, and we are not betting against him.

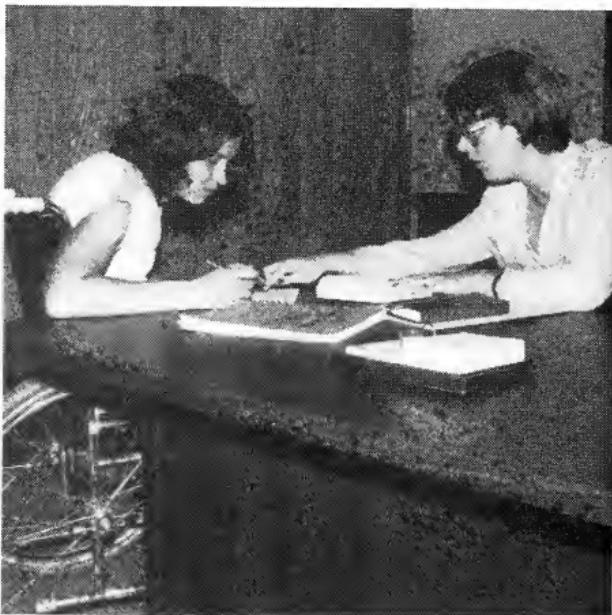


PBJC has its own resident knight. Librarian Ben Roberts is shown in his official garb in the order of St. John of Jerusalem Knights Hospitallers,—the world-famous Knights of Malta.





Shown at a reception in their honor are three chief campus administrators: PBJC North's Dr. Ottis Smith, left, Mr. and Mrs. Jim Tanner, PBJC South, center, and Dr. and Mrs. Cecil Conley, PBJC Glades.



Shelly Wolfe, student, left, and Kathleen Cockrell, right, aren't engaged in academic advising in the usual sense -- they are talking about a job for Shelly, a job which will also be part of her academic load through Cooperative Education.



CELEBRITES. People famous in one field or another are frequent visitors to PBJC. It isn't often you get a chance to have picture taken with Micky Mantle, for instance, and baseball coach Dusty Rhodes, left, and Athletic Director Tom Mullins, right, seem to be enjoying the opportunity. Ed Pugh, social science teacher and advisor to the PBJC Political



Union, sees many politicians on election years, and seems to be enjoying a moment with Chip Carter, the President's son in the photo at left. There are some who might conclude that the celebrity in the photo at the bottom of the page is Dr. Eissey, PBJC President, but the parents of Tahira Faquir who just might grow up to be president of the U.S., could give you a little argument about that.

## **History**

# **History**

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard, (Mr. Watkins headed the college as Dean for 15 years,) the college moved to a 21-acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found its first permanent campus.

Two years later, Dr. Leonard retired, and the college came under the direction of Dr. Harold C. Manor. Under his leadership, an era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students when it moved into its permanent campus, to over 8,000 students during Fall and Winter Terms. The college continued and strengthened its excellent academic reputation, but at the same time developed many specialized, business, technical, professional and occupational courses designed to be completed in one or two years.

In 1965, students and faculty of Roosevelt Junior College, a public junior college for black students located in West Palm Beach, were integrated into Palm Beach Junior College.

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

In 1978, after 21 years of outstanding leadership, Dr. Manor, PBJC's second president retired. Dr. Edward M. Eissey, a former student, became its third president. The college now serves over 10,000 students in Fall and Winter Terms. The unduplicated student count for all courses, workshops and seminars has reached 25,000 per year.

Vigorous expansion of education for senior citizens, now defined as those over 62 years of age, a new Weekend College, the addition of courses by newspaper and TV, closer cooperation with industry and other innovations

account for much of the increase in student numbers since Dr. Eissy became president.

The college is now organized into four centers in varying stages of development, described under the next major heading, "Palm Beach Junior College District."

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the division of the State Department of Education dealing with junior colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henderson.

## **Philosophy**

Realizing that there is an ever increasing demand for post high school training at the college level and knowing that many of its area citizens without a community centered college might be denied the opportunity of pursuing their various educational goals, Palm Beach Junior College is dedicated to providing its students with high quality education at a minimum cost for the benefit of the individual, of the nation, and of society in its efforts to achieve its hope for the future.

## **Purposes**

In implementing its philosophy, the College has several specific and particular purposes:

- A. The College endeavors to provide the needed curricula in four general areas of instruction.
  1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
    - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
    - b. It provides pre-professional studies for admission to professional schools.
  2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and democratic nation—a program that serves both social and individual needs.
  3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program may include liberal arts study to aid him in gaining civic competence and personal adequacy.

## **History**

4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational and cultural needs of the area—through the development of community service programs.
- B. Among the several desirable qualities the college seeks to promote in its students are:
  1. Qualities of maturity, leadership and ability to participate in group efforts.
  2. Desirable ethical, moral and esthetic values, attitudes and sensitivities.
  3. Knowledge, skills and social and intellectual competencies.
  4. Responsible, proficient and informed principles of citizenship.
  5. Awareness of the need for self-discipline as being fundamental both to academic excellence and to achievement in any serious endeavor.

## **Accreditation**

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges, the Florida Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## **Evening Classes**

Evening classes at Palm Beach Junior College not only serve as an extension of the day program, but seek to meet the educational and cultural needs of the larger adult community. Although most instructors in the evening are full-time faculty members, an increasing number of part-time instructors, representing a wide variety of technical and professional expertise, are utilized. Many credit and non-credit courses are offered in the evening, and most college support services, including library, bookstore, counseling, and selected student activities, are available to evening students.

Most classes meet one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit (audit) basis. Adults 18 years or older may audit courses without having graduated from high school. Applications may be filed at the time of registration.

# Palm Beach Junior College District

The entire Palm Beach Junior College District, (Palm Beach County), is considered by the board of Trustees to be the campus of the college. Attendance Centers, in different parts of the county, and in different stages of development, serve the citizens of the area where they are located. Central administration and full facilities for all courses offered by the college are at the Central Campus at Lake Worth.

## Palm Beach Junior College—Central

The Central Campus is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to the shores of Lake Osborne, west of the city of Lake Worth.

Under development since 1956, the campus now consists of 25 buildings, plus or minus three or four depending on what is considered to be a separate "building"), with a book value of more than \$8 million. Replacement value would be much higher.

Covered walkways connect all except three of the one, two and three-story classroom buildings. Plans are underway to make all programs accessible to handicapped students.

The Central Campus is being built to a designed capacity of 5,000 full-time students, and student enrollment levels are now approaching that number.

Satellite attendance centers are operated when needed at 14 different locations in the east-central part of the PBJC District.

Mailing address of the Central Campus is Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33461. The telephone number is 305/439-8000.



## **Palm Beach Junior College—Glades**

Palm Beach Junior College Glades was established in 1972. It opened the doors of its new campus in the Winter Term, 1977-78.

PBJC Glades has two modern buildings on its 40-acre campus. Facilities include 12 classrooms, laboratories, a library-learning resources center, and administrative and faculty offices. All general education classes are taught on campus as well as a comprehensive business program for vocationally oriented students. Classes are offered at the Glades Correctional Institution.

Inquiries specifically involving attendance at the Glades Campus should be addressed to:

Provost, Glades Campus  
Palm Beach Junior College  
1977 College Drive  
Belle Glade, Florida 33430  
Telephone: 305/996-3055  
West Palm Beach telephone:  
305/439-8160

## **Palm Beach Junior College—South**

Through the cooperation of Florida Atlantic University, Palm Beach Junior College has the use of the Alexander D. Henderson University School, adjacent to the FAU campus, after 4 p.m., and the use of University classrooms for day classes.

Classes at Palm Beach Junior College South are administered through the Dean of Instruction and Student Personnel and his staff, who have office space at the Henderson School, and college owned mobile offices.

Cooperative programs in Science and Engineering, utilizing dual enrollment in PBJC and FAU, offer a four-year baccalaureate program on one campus.

Palm Beach Junior College South offers its students a wide variety of curricula.

All Palm Beach Junior College South courses are offered on the FAU campus and make full use of the University's excellent facilities, including dormitory accommodations.

Palm Beach Junior College South offers curricula under two different academic calendars. These institutional calendars are referred to as follows:

(1) Semester: The Semester is approximately 16 weeks in duration.

(2) Quarter: The Quarter is approximately 12 weeks in duration.

Because of the close alliance with FAU, Palm Beach Junior College South offers lower division curricula under the FAU Quarter academic calendar. Students may enroll in classes under both the Semester and/or Quarter simultaneously. All hours are computed into semester credit hours.

Mailing address of the South Center is: Palm Beach Junior College—South, D. Henderson University School, 500 N.W. 20th Street, Boca Raton, Florida 432. Telephone number is 305/395-5100, ext. 2904. West Palm Beach telephone: 305/439-8158.

## Palm Beach Junior College—North

Palm Beach Junior College North classes are held in a number of locations in the north county area, including, but not limited to, those mentioned below.

Palm Beach Junior College North: 45th Street Center. Day classes are held in cooperation with Florida Atlantic University at this center at 2101 45th Street, West Palm Beach. A full-time teaching staff offers most of the general education classes needed for graduation. An office is open for information, application, counseling and registration. Telephone number: 305/842-3500. West Palm Beach Telephone: 439-8156.

Palm Beach Junior College North: Gardens Center. A college owned mobile office serves as headquarters for evening classes at PBJC-North. Information, application, counseling and registration are available at this office. The high school provides use of some classrooms in the evening. Address: North Center, Palm Beach Junior College, Palm Beach Gardens High School, 4245 Holly Drive, Palm Beach Gardens, Florida 33410. Telephone number: 305/622-363. West Palm Beach Telephone: 439-8154.

Other Centers:

Suncoast High School: Use of some classrooms in the evening. Suncoast High School is located at Hornet Boulevard, Riviera Beach.

Lowell Watkins Junior High School: Use of some classrooms in the evening. The school is located at 9480 Garden Boulevard, Palm Beach Gardens.

Community Mental Health Center: Special classes by arrangements with the staff. The center is located at 1041 45th Street, West Palm Beach.

Westward Community School: Use of some classrooms in the evening. The school is located at 1101 Golf Avenue, West Palm Beach.

Students may complete many associate degree programs without attending the Central Campus. However, many students may take a mixed schedule of classes between PBJC-Central and PBJC-North.

A master plan for the PBJC-North Campus has been approved for a beautiful, 108-acre site already purchased by the college. Final plans for Phase I of the PBJC North campus have been completed, funds have been appropriated, and construction is expected during this academic year.

# **Student Affairs and Services**

It is the desire of Palm Beach Junior College to provide for the intellectual and cultural development of all students. Various provisions sanctioned and supported by our District Board of Trustees will enable students to plan and achieve acceptable goals.

One condition for enrollment at Palm Beach Junior College is that student will abide by all rules and policies of the institution.

Palm Beach Junior College officials, and in particular the Vice President of Student Affairs and his staff, have the responsibility for interpreting policy. Efforts will be made by all to insure social, moral, cultural and intellectual development of students.

## **OFFICE OF STUDENT AFFAIRS**

The Vice President of Student Affairs and his staff members (administrative professional and classified) provide the leadership to enhance student learning. The services provided specifically include but are not necessarily limited to the following:

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| 1. Admissions                         | 14. Insurance                      |
| 2. Advising                           | 15. Intramurals                    |
| 3. Assemblies                         | 16. Job Placement                  |
| 4. Athletics                          | 17. Lost & Found                   |
| 5. Career Center                      | 18. Orientation                    |
| 6. Clubs and Organizations            | 19. Placement Tests                |
| 7. Counseling                         | 20. Publications (Student)         |
| 8. Financial Aid                      | 21. Recruitment                    |
| 9. Follow-up Services (mini-research) | 22. Registration                   |
| 10. Foreign Students                  | 23. Student Handbook               |
| 11. Health Services                   | 24. Student Retention & Completion |
| 12. Housing                           | 25. Testing                        |
| 13. Information                       | 26. Veteran Affairs                |

It is, therefore, the concerted effort of the Vice President of Student Affairs to see that coordination takes place for the above services at all campuses and centers for Palm Beach Junior College. It is the expressed belief of this office that all students can be helped.

## **GLADES, NORTH, SOUTH, CAMPUSES (CENTERS)**

Student Affairs at the various campuses including the central one in Lake Worth are generally available through various personnel.

## Admissions

The detailed discussion of Methods of Admission Procedures is in the next major section of the Bulletin: "General Regulation."

## Academic Advisement

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what subjects are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major. Students bear the major responsibility for course selection.

## Assemblies

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

## Athletics

Palm Beach Junior College has achieved national recognition through inter-collegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis, softball and volleyball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association, largely determines policies and procedures by which the program operates. The Athletics program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

## Career Information and Study Center

Located in the north end of the SAC lounge, the Career Information and Study Center is designed to provide assistance with the student's individual career development. In addition to guidance and counseling activities, the center includes a centralized repository of career information of the standard variety—description of career, duties and responsibilities, salary estimates, job outlook, educational and personal qualifications, etc. A collection of up-to-date print and non-print information about careers including films, slides, recording and video cassettes is available. Students are encouraged to avail themselves of these materials and services while using the accompanying study areas.

## **Clubs and Organizations**

### **Student Government**

The management of clubs and many other student activities is vested in the Executive Department of the Student Government Association along with the Elected Student Senate under the general direction of the Vice President for Student Affairs and his staff. Some ongoing student activities are managed by the Academic Department to which they are attached, working cooperatively with students engaged in that activity.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Department any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

### **Honorary Organizations**

**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior and community colleges, was instituted in 1943. A second chapter, Alpha Gamma Sigma, was instituted at the North Campus of PBJC in November 1977. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are selected from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of leadership. Members must maintain at least a "B" average. The society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Pho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interest of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

## **Student Affairs and Services**

**SIGMA PHI ALPHA.** Alpha Pi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.

### **Special Interest Groups**

Palm Beach Junior College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interest in common. There are well-defined procedures for the establishment and chartering of a special interest group. A list of such groups now chartered is printed below.

The titles of these groups are generally descriptive of their activity. If additional information is needed, it may be readily obtained from the Dean of Students Activities, AD-0.

While formation of special interest groups is encouraged by the college, student interest changes from year to year, and the continuance of any activity is obviously dependent upon student interest. All the listed groups have been functional in the recent past, and will be continued if there is sufficient student interest.

#### **SPECIAL INTEREST GROUPS**

Alumni Association  
Amateur Radio Club  
Art Club  
Bread and Board Club  
Chess Club  
DECA (Distributive Education Club of America)  
Early Childhood Club  
Foreign Language Club  
Forensics  
Institute of Electrical and Electronic Engineers  
Junior American Dental Hygiene Association  
Black Student Union  
Political Union  
Religious Groups  
Sales and Marketing Club  
Science Club  
Student Education Association  
Students for International Understanding  
Student Contractors and Builders Association  
Student Nurses Association  
Young Democrats  
Young Republicans  
Veterans Association

#### **MUSIC ORGANIZATIONS**

Brass Ensemble  
Concert Band  
Concert Choir  
Concert Orchestra  
Guitar Ensemble  
Jazz Ensemble  
Music Theater Guild  
Pacesetters  
Percussion Ensemble  
String Ensemble  
Student Music Educator's National Conference

#### **SOCIAL CLUBS**

Alpha Phi Delta  
Chi Sig  
Phi Da Di  
Philo  
Thi Del  
Thi Omega

#### **SERVICE CLUBS**

Campus Gold  
Circle K—Ke-ettes  
Civitan—Civinettes  
Collegiate Jaycees

## **Student Affairs and Services**

### **Counseling (Individual)**

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel. Students needing to see counselors should report to a central receptionist area in the Registrar's office.

### **Evening Counseling Service**

Professional guidance counselors will be available in the main office (Registrar's Office) to provide counseling services for evening students.

### **Financial Aid**

Financial aid, consisting of scholarships, grants, loans and student assistantships is available to assist deserving and qualified students to attend Palm Beach Junior College. Nearly all aid is given on the basis of need which is determined by the Family Financial Statement of the American College Testing Program, 2201 North Dodge Street, P.O. Box 1000, Iowa City, Iowa 52240.

Application and completed financial analysis, (through the American College Testing Service), must be on file in the Office of Financial Aid. An official award of financial aid cannot be made until an application for admission to Palm Beach Junior College has been approved; however, a student should not wait for a notice of admission before submitting an application for financial aid. Application for financial aid should be submitted as soon as possible after January 1. Application will be considered according to the availability of funds and need. A new application for financial assistance for all programs must be submitted each year.

### **Standards of Progress for Students Receiving BEOG, SEOG, Workstudy, Federal Loans**

The Education Amendments of 1976 established new requirements for student eligibility for receiving federal student financial aid.

The Amendments provide that financial aid payments under the above programs must not be made if a student is not maintaining satisfactory progress in the course of study he/she is pursuing according to the standards and practices of the institution.

Palm Beach Junior College has established the following satisfactory standards of academic progress. All student recipients of federal student financial aid will be placed on academic probation if he/she does not meet the following minimum standards;

- Cum. Quality Pt. Avg. of 1.4 for 1 through 14 semester hours attempted.
- Cum. Quality Pt. Avg. of 1.6 for 15 through 27 semester hours attempted.
- Cum. Quality Pt. Avg. of 1.8 for 28 through 45 semester hours attempted.
- Cum. Quality Pt. Avg. of 2.0 for over 45 semester hours attempted.

## **Student Affairs and Services**

The Student shall be notified on the grade report at the end of term if he/she is placed on probation. If the appropriate quality point average has not been attained after one semester on probation, the student shall be notified on his/her grade report that he/she is making unsatisfactory progress and that federal student financial aid benefits shall be discontinued.

The student may reestablish federal student financial aid eligibility by enrolling at his/her own expense and subsequently raising his/her cumulative quality point average to meet the above academic standard. Effective date 976/77-2.

### **Scholarships and Grants**

Many scholarships and grants are available to needy students for college, state and federal funds and through the generosity of local individuals and organizations. While most are awarded on the basis of need, some are granted for special talents and academic achievement.

Students seeking athletics grants should contact the Director of Athletics.

Music grants are awarded on the basis of auditions administered by the Music Department

**BASIC EDUCATIONAL OPPORTUNITY GRANT.** A federally sponsored program of aid is available for full-time and part-time students (minimum 6 hours enrollment). The amount of the award, based on family income is determined by a contractor of the Federal Office of Education.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS.** A federally sponsored program provides a minimum \$200 for especially needy students. Amount of the award is determined by the college and must be matched usually with College Work Study.

**FLORIDA STUDENT ASSISTANCE GRANT.** Awards are made by the State of Florida for students who are residents of Florida and have demonstrated financial need.

### **Law Enforcement Education Program (LEEP)**

Any full-time employee of a publicly funded law enforcement or corrections agency may be eligible for a grant covering certain educational expenses. The recipient of a grant agrees to remain in the service of some law enforcement agency for two years following completion of the course for which he receives the grant.

Failure to complete the required service obligation requires complete repayment of the grant or loan at seven percent simple interest.

### **Loans**

While unnecessary borrowing is not encouraged if other forms of aid are available, it has become an acceptable means of investing in a person's future.

**COLLEGE LOANS.** The college administers several loan funds to be used by graduates going on to upper division. They are granted in varying amounts based on academic achievement and need.

## **Student Affairs and Services**

**EMERGENCY LOANS.** A loan fund has been established to permit a student from \$10 to \$100 on an emergency basis. Loans are made only to students in good standing and cannot be used for registration fees. Freshmen must wait until after the first progress reports to be eligible. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A 2% service charge is made for these loans. A Florida State Documentary Stamp assessment of 15¢ per \$100 or portion thereof is applied.

**FEDERALLY INSURED LOANS.** Through Federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Applications and financial statements must be submitted to the college for review and then submitted to the lending agency by the student. Seven percent simple interest begins after the student leaves college and repayments may be made over a five to ten year period.

## **Student Assistantships**

**ASSISTANTSHIPS.** A number of campus jobs are available to students who may not qualify under the Federal Work Study Program or have special talents or training.

**COLLEGE WORK STUDY PROGRAM.** Through Federal assistance, campus employment is available to students with demonstrated need. Students approved for this program can work no more than 20 hours a week while school is in session.

## **Graduating Sophomore Scholarships**

Between 26 and 30 scholarships, varying from \$100 and \$2,000, are available at the end of the winter term for graduates of Palm Beach Junior College going on to Upper Division. While a 3.0 average is required in most cases, need is a primary factor.

## **State Vocational Rehabilitation Scholarships**

The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance to those persons who are physically handicapped. Applicants should contact the Office of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach.

## **Foreign Students**

Special services are provided for foreign students by one of the members of the counseling staff.

## **Health Services**

The following services are available in the clinic:

Health Counseling by appointment

First Aid treatment—limited medication

Student Accident Insurance applications and claim forms

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Affairs Office.

## **Student Affairs and Services**

### **Housing**

A list of available housing, of landlords who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Housing Office, Student Affairs Department, SAC Lounge. Students and parents are advised to investigate thoroughly all housing facilities before undertaking any obligations. The college has no dormitory facilities and has no responsibility for agreements between landlords and students.

Students without cars, especially foreign students, should finalize housing arrangements at least one month before date of registering.

### **Information**

General information is coordinated in a special section of the Registrar's Office and in the Office of the Vice President of Student Affairs.

### **Insurance**

It is suggested that entering students consider applying for accident insurance while enrolled at PBJC, inasmuch as the college assumes no responsibility should an accident occur. Envelopes and information may be obtained in the Health Clinic near the Student Affairs Center. Enrollment period limited to 20 days after first day of classes each quarter.

### **Intramural and Recreational Activities**

Intramural and Recreational activities are sponsored by the Department of Physical Education and Recreation with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating a particular contest.

### **Job Placement**

Placement Services include listing, by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job openings are posted in the Career Information Center, Job Placement Office, departmental bulletin boards, and in the Main Office for evening students. Job Placement is also handled in the various departments.

## **Student Affairs and Services**

### **Lost and Found**

An effort is made to obtain lost and found items. Individual owners are notified if possible. Lost articles may be claimed at the security office.

### **Placement Tests**

All first-time-in-college freshmen are required to complete the Palm Beach Junior College Placement Packet. The Placement Packet contains tests in English, reading and mathematics and is used to aid the student in selecting appropriate courses commensurate with his abilities in English and math. The Placement Packet is a "take home" test and can be picked up from the guidance office of the local high schools or at any of the four Palm Beach Junior College campuses by presenting a letter of acceptance from the College.

**Out-of-State and County Students** will be mailed the Placement Packet which must be completed prior to their registration appointment.

**Transfer Students** who have completed their English and math requirements prior to entering Palm Beach Junior College are not required to complete the Placement Packet.

**Evening Students** are encouraged to complete the Placement Packet, but this is not required for admission.

### **Publication (Student)**

**THE BEACHCOMBER.** The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

### **Orientation**

Days are designated for an Orientation program at the beginning of each term.

A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life.

Entering students will be given the opportunity to meet with the department chairperson of the program in which the student plans to study, and arrangements are made at this time for assigning the student an academic advisor.

### **Reading Improvement Services**

The Palm Beach Junior College Reading Center offers credit courses (REA 1105 and REA 1106) and a free reading improvement program for any currently enrolled student.

### **Recruitment**

Assisted by a special committee and members of the college staff and students, recruitment is a continuous process.

## **Student Affairs and Services**

### **Registration**

gistration is done by computers prior to each session. Specific information is provided and coordinated by the Registrar's office.

### **Student Handbook**

regulations and policies pertaining to student conduct are listed in the Student Handbook, which is issued to all students during registration periods throughout each term. Copies are available in the Dean of Student Activities Office, AD-0.

### **Student Retention and Completion**

Information about student retention and completion in each of the academic programs is available to students in the Registrar's Office, Student Affairs Office, Career Information and Study Center, and department chairpersons' offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information as outlined in the Notice of Proposed Rule Making, published in the *Federal Register* of April 8, 1977 on page 18749, paragraph 178.5 (f), (g), (h).

### **Testing**

Various types of tests are available in the office of testing services. Students interested in knowing more about themselves, particularly their interest, aptitude, etc., should contact the Testing Office.

National tests such as CLEP, ACT, SAT, SCAT and American Institute of Planners exams are given.



## **Student Affairs and Services**

### **Veterans Affairs**

The college is State approved for veterans training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act or Aid to Veterans' Dependents should apply to the St. Petersburg Regional Office or the College Registrar's office.

Veterans are urged to contact personnel in the Veterans Section of the Registrar's office when V.A. Application is being made.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. However, any veteran training under Chapter 34 or 35, Title 38 United States Code may receive a sixty (60) day deferment to pay his fees by completing the proper forms at the Veterans Section of the Registrar's Office and taking these forms to the Cashier's Office. Veterans who choose to defer their fees and fail to pay by the end of a 60 day period will be treated as other students who have failed to pay fees. Upon certification by the college and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

Time	Regular Term	Six Week Term	Quarter Term (South Center)
Full	12 or more sem. hrs.	4 sem. hrs.	
3/4	9-11 sem. hrs.	3 sem. hrs.	8 or more sem. hrs.
1/2	6-8 sem. hrs.	2 sem. hrs.	6-7 sem. hrs.
Fees Only	1-5 sem. hrs.	1 sem. hr.	4-5 sem. hrs. 1-3 sem. hrs.

A person claiming benefits and eligible to receive a monthly subsistence check should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected by the 10th of each month.

### **STANDARDS OF PROGRESS—VETERANS**

Palm Beach Junior College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration Regulations 14253 (d) and 14277:

- (1) Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course, and record of enrollment in subjects from which there was a withdrawal.
- (2) Complete academic records are maintained of previous college level academic training and these records clearly indicate the amount of credit accepted which proportionately shortens the training period and the Veterans Administration and the student are so notified. The record is a cumulative record in that it shows the results of each term of enrollment, subjects taken and grades earned.

## Student Affairs and Services

3) A veteran or eligible person will be considered to have made unsatisfactory progress if he or she is unable to complete his or her graduation requirements within the approved length of time, as required by the Veterans Administration. These requirements are based on a 62 credit hour graduation requirement at Palm Beach Junior College.

4) If veteran or eligible person misses more than 10% of the class meetings for a particular course (missing as much as  $\frac{1}{3}$  of a class counts as an absence, three tardies counts as an absence), and the College does not determine that extenuating circumstances are present (the decision of the instructor shall determine whether or not the student is permitted to make up missed work), the Veterans Administration will be notified of the student's withdrawal from the course. These attendance criteria are required of all students, not just veterans.

5) Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is not:

- 1.4 or better for 1 through 14 semester hours attempted
- 1.6 or better for 15 through 27 semester hours attempted
- 1.8 or better for 28 through 45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Quality points are assigned as follows:

- A—4 quality points per credit hour
- B—3 quality points per credit hour
- C—2 quality points per credit hour
- D—1 quality point per credit hour
- F—0 quality points per credit hour
- W—
- WX—

\*I Failure until completed

Incomplete grades are changed to "F" if not made up within two weeks after the end of term.

The scholastic standing of a student is defined as the ratio of the total number of quality points to the total number of hours attempted.

If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notices of changes of enrollment status are also sent when a student withdraws during a term, does not reenroll for a subsequent term, or changes status.

No student will be considered to have made satisfactory progress when he or she fails and/or withdraws from all subjects undertaken when enrolled in 2 or more unit subjects, except when the College determines that there are extenuating circumstances.

The coordinator of Veterans Affairs is located in the Registrar's office, 439-5108.

PBJC's art department provide many opportunities to try different forms of art, such as this student screen printing project.





## ***General Regulations***

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## **Methods of Admission**

# **Methods of Admissions**

### **CERTIFICATE OF GRADUATION**

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admission Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

### **STATE HIGH SCHOOL EQUIVALENCY DIPLOMA**

Applicants who are at least 16 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Applicants who have a diploma (high school equivalent) obtained through General Educational Development Tests, issued by a State Department of Education are eligible for admission in good standing. The diploma must be in the Registrar's Office before an acceptance letter will be granted.

### **ADMISSION POLICIES**

Palm Beach Junior College does not discriminate on the basis of race, color ethnic status, national origin, sex, or handicapped status in admissions educational programs, or other college programs and practices.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and education institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of a narcotic drugs, or for campus disruptions.

## **Dual Enrollment**

exceptionally well qualified Florida high school seniors who have earned a minimum of 10 credits above grade nine with a "C" or better average may, upon written recommendation of their high school principal, enroll at Palm Beach Junior College for a maximum of seven credit hours per term in the Fall and Winter Terms and four credit hours in the Spring Term, prior to their graduation from high school.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met.

Students who are dual enrolled will not be permitted to participate in College activities.

## **Early Admissions**

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

## **Advanced Placement**

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a statewide agreement.

## **College Level Examination Program (CLEP)**

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

## **Methods of Admission**

Students presenting official transcripts of acceptable scores will be awarded credit with a maximum of 27 semester hours on College Norms. Credits may be earned in the following areas. **English, Natural Sciences, Mathematics, Humanities, Social Sciences-History.**

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institutions to which he expects to transfer and determine the acceptability of this credit.

CLEP credit will allow some students to exempt lower level college courses in General Education. Students receiving CLEP credit must register for advanced courses in the areas exempted to secure additional credit. Entries on official transcripts will be labeled "CLEP Credit." Entries on transcript in columns of "Hours Attempted" and "Quality Points" will be omitted.

## **Departmental and Special Course Examinations**

Students who have been admitted to the College may take, where available, special credit course examinations by paying the current matriculation fee. This fee is not refundable. Any credit earned will be reported to the student but will not be credited until after the student has registered. If the student drops during the first five days of the semester the credit will not be granted.

## **Military Service Credits**

Palm Beach Junior College grants credit for United States Armed Forces Institute (USAFL) College Level Examination Program (CLEP). Credit is not granted for USAFL high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

Palm Beach Junior College grants no credit for military service, military schools or for USAFL courses.

## **Project Ahead**

Project Ahead is a cooperative education plan between the U.S. Army and colleges and universities throughout the United States. As a participating college, Palm Beach Junior College will accept an application from an army enlistee, will provide counseling and advisement, and will act as repository for acceptable college credits earned during service years. Since army personnel are frequently transferred, this program permits the enlistee to organize a continuous education program even though courses may be taken at several different institutions.

## **Transfer Students**

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.
3. Transfer students enrolling in either the Spring or Summer Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they MUST file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
4. Students transferring from an institution of higher learning which is not accredited by the Association of that area, but has candidacy status, are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.
5. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirements.
6. Any student who has been suspended for disciplinary reasons at any college or university is not eligible for admission.

## **Transient Students**

Students currently attending other colleges or universities who plan to enroll at Palm Beach Junior College as a visiting student for the Spring or Summer Term should complete Palm Beach Junior College Application for Admission Forms, or if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

## **Methods of Admission**

### **Foreign Students**

Palm Beach Junior College is authorized under Federal law to enroll nonimmigrant alien students. The college welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for foreign students are:

1. Applications must be made at least three months prior to the term in which a student plans to enroll if student wishes an I-20 (student visa) form.
2. Foreign transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to U.S. high school graduation.
3. Foreign applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This test (TOEFL) is administered by ETS, the Educational Testing Service, Princeton, New Jersey 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results to be sent to the Registrar's Office at PBJC. Successful completion of level 108 or higher at an American institute of higher learning language center may be accepted in lieu of the Test of English as a Foreign Language.
4. Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. Inquiries regarding sponsors should be directed to the Foreign Student Advisor four to six months prior to the expected date of enrollment.
5. Foreign students must be full-time day students while enrolled at Palm Beach Junior College and are expected to complete the two-year program in two years.
6. Foreign students planning to attend the South Center (Boca Raton) on a student visa must have all required forms in the Registrar's Office two weeks prior to registration for any term.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to new foreign students. Limited funds for emergencies are sometimes made available by local community organizations through the Foreign Student Advisor's Office.

Applicants will be notified by the Registrar of their acceptance and will be provided with Form I-20A as required by the United States Immigration Office, Department of Justice.

# Admission Procedures

cedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

## ADMISSION FORMS

pply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the residence affidavit notarized (page 4 of application form), and forward completed application to the Registrar's Office. An identification photo is requested.

## TRANSCRIPTS

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College. If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

## STUDENT AFFAIRS HEALTH SERVICES FORM

Health Information card must be filled out at registration, and updated at each subsequent registration.

## PLACEMENT TESTS

All students attending college for the first time and/or transfer students who have not completed their English and mathematics requirements must complete the PBJC placement tests. These tests are designed for the student to take at home and may be picked up at any of the PBJC centers. Students currently enrolled in Palm Beach County high schools should present their letter of acceptance to their high school Guidance Office and secure the placement packet. Out-of-county and out-of-state students shall receive the placement packet by mail with their acceptance letter. All placement test packets must be taken to the College on the day assigned for orientation. Registration cannot be completed without the placement packet.

## ACCEPTANCE OF STUDENTS

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of its action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

## **Admission Procedures**

### **Specialized Programs**

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

#### **EMERGENCY MEDICAL TECHNOLOGY TRAINING SELECTION GUIDELINES**

In order to most efficiently and effectively provide the citizens of Palm Beach County with professionally trained and qualified Paramedics, Palm Beach Junior College, in concert with its Emergency Medical Advisory Council, has set the following priorities for enrollment into EMT 2208 Emergency Medical Technology-Paramedic 1.

1. Currently employed fire-rescue, public safety, and/or police personnel.
2. Currently employed and/or reliable volunteers with ambulance or other life saving agencies.
3. Basic EMT personnel with State Certification and a minimum of one (1) year experience who do not qualify under #1 and #2 above.
4. Persons who have previously enrolled but did not successfully complete EMT 2208.
5. All other personnel not covered by the above.
6. Personnel who have previously taken EMT 2208 (8 credit hours) will not be eligible to enroll in EMT 2208 or EMT 2209.\*

#### **Course Enrollment Requirements**

Personnel who wish to enroll in the EMT class must:

1. Be a State Certified EMT I. Persons with 1 year or more experience will receive preference. If the certificate is older than 3 years, satisfactory refresher courses or their equivalent must be taken.
2. Be a resident of the state of Florida.
3. Be free of habituating agents
4. Be able to lift 100 pounds.
5. Furnish medical evidence prior to final class selection that their physical condition allows them to satisfactorily perform paramedic competencies.\*\*
6. Furnish liability and accident insurance.
7. Have use of a stethoscope and B.P. cuff.

At present, because of equipment, clinical and staffing restrictions, all Paramedic classes shall be conducted on the Central Campus.

\*College policy does not allow a student to receive credit for subject content more than once.

\*\*Persons employed in agencies requiring a physical exam may use their employment physical. Persons without an employment physical must have a licensed physician complete the College's Medical Examination form.

## **Admission Procedures**

### **PALM BEACH JUNIOR COLLEGE NURSING ADMISSION POLICIES**

Applicants wishing to be considered for acceptance into the Associate of Science Degree Nursing Program must file the following documents with the Admissions Office of the Registrar by **March 17th**.

- (1) A completed application form for the Palm Beach Junior College Nursing Program.
- (2) **Transcripts:**
  - (a) Request your high school to mail your transcript to the Registrar's Office. If you are not graduating until June, request that a **partial transcript including one complete semester of your senior year and rank in class be sent in February**.
  - (b) College students must also request **ALL** colleges attended to send an official transcript of credits to the Registrar's Office.
  - (c) A transcript documenting that you are taking or have taken a high school chemistry course or PBJC's CHM 1015 or its equivalent within the past five years with an earned grade of "C" or better.
- (3) A completed medical examination form within one year of March 17. **THE FORM MUST INDICATE IMMUNIZATION DATES WITHIN THE LAST TEN YEARS.**
- (4) The Twelfth Grade Placement Test or ACT Test if no college degree is held. If the Twelfth Grade Placement Test does not demonstrate a score of at least 200 or the ACT a National Percentile score of at least 39, then a transcript with at least 24 semester hours of college credit must be submitted.

**APPLICANTS FOR THE NURSING PROGRAM MUST COMPLETE ALL OF THE ABOVE REQUIREMENTS BEFORE THEIR APPLICATION WILL BE CONSIDERED.**

Students whose Twelfth Grade Placement Test scores or ACT Test scores place them in remedial math and/or English as well as students who score less than 200 on the Twelfth Grade Placement Test or below a National Percentile score of 39 on the ACT Test will be required to complete a minimum of 24 college semester hours which will include at least 6 hours of Natural Science with grades of "C" or better. **All students must have a cumulative grade point average (GPA) of 2.0 in all college work attempted at the end of the past term.**

Your selection will be based on the following criteria:

- (1) Chemistry grade
- (2) (Florida Twelfth Grade or ACT Test)
- (3) Grade Point Average. College GPA will be used if twelve or more hours.

## **Admission Procedures**

Students may challenge the Nursing courses if previous experience and academic preparations warrant. Challenge examinations must be arranged through the Department Chairperson. Examinations for fall courses must be completed before June 1 and courses for the winter must be challenged before November 1.

Both men and women are eligible to apply, regardless of marital status or age. Florida residents will have priority. However, graduates must have attained the age of nineteen to write the licensing examination in Florida.

Applicants whose files are not complete by March 17 may be considered only if vacancies are available prior to the beginning of the Fall Term. Each applicant not accepted by the Fall Term must reapply between January 1 and March 15 if they wish to be considered for the next class.

If a student wishes to be readmitted to the Nursing Program, he or she must make reapplication by March 17th.

A student will be asked to withdraw from the Nursing Program if he or she receives more than one academic failure in a nursing course or courses.

A student, upon admission to the Nursing Program must have a high school diploma from an accredited institution or a State high school equivalence diploma.

Both men and women are eligible to apply, regardless of marital status or age. Florida residents will have priority.

Applicants whose files are not complete by March 15 may be considered only if vacancies are available prior to the beginning of the Fall Term. Each applicant not accepted by the Fall Term must reapply between January 1 and March 15 if they wish to be considered for the next class.

A student, upon admission to the Nursing program, must have a high school diploma from an accredited institution or a State high school equivalence diploma.

A student will be withdrawn from the Nursing Program if he or she receives more than one failure in a clinical nursing course. He or she may not apply for readmission.



**N TO RN PROGRAM**

Minimum Requirements to Apply for Admission:

1. Be a Licensed Practical Nurse
2. Have at least a 2.0 average on all college work
3. Have at least a "C" in Anatomy and Physiology, Microbiology and Chemistry
4. Have passed the challenge examinations in (a) Nursing Fundamentals; (b) Obstetrics; and (c) Pediatrics
5. Have completed the following courses:

APB 1190	Anatomy and Physiology I
APB 1190L	Anatomy and Physiology I Lab
APB 1191	Anatomy and Physiology II
APB 1191L	Anatomy and Physiology II Lab
CHM 1015	Chemistry (will accept if has been within 5 years in high school)
ENC 1103	Freshman Communications I
ENC 1136	Freshman Communications II
MCB 1000	Microbiology
MCB 1000L	Microbiology Lab
Phys. Ed. (2)	(If under 35 years of age)
PSY 2012	General Psychology
SOC 1200	Introduction to Social Sciences
POS 1001	Introduction to Political Science (or AMH 2010 U.S. History to 1865; or POS 2041 American National Government)

6. Math equivalency exam
7. Completed physical exam
8. Students will need to have accident insurance of some type
9. Have passed prerequisite skills in nursing lab.

Credit as listed above will be given when the applicant has passed each of the challenge exams with at least a "C" grade:

Fundamentals of Nursing	6 credits
Obstetrics	2 credits
Pediatrics	<u>2 credits</u>
	10 credits

10. Have had a minimum of six (6) months full-time work experience in an acute care setting within the last five (5) years.

The fee for challenge exams is the current matriculation fee.

## **Admission Procedures**

### **DENTAL HEALTH SERVICES**

For the purposes of sanitation, safety and to develop professional pride in appearance, there are specific requirements in laboratory and clinic dress for all Dental Health Services students.

### **DENTAL HYGIENE**

Applicants must: (1) be a resident of Florida for 12 months prior to registration date; (2) secure a special application packet for Dental Hygiene from the admissions section of the Registrar's Office; (3) take the American Dental Hygiene Aptitude Test; (4) submit results of the Florida Twelfth Grade Placement Test or the ACT (American College Testing Program) given in October, November or February; (5) have medical and dental examination results recorded on the forms furnished by the College; (6) complete all application procedures by March 15, (high school seniors should submit partial transcripts covering all but final semester's work—complete transcripts are required after graduation.) (7) A transcript documenting that a student is taking or has taken a high school chemistry course, or PBJC's CHM 1015 or its equivalent within the past five years with an earned grade of "C" or better.

### **DENTAL ASSISTING**

Applicants must (1) have a medical and dental examination, results of which are recorded on a form furnished by the College; (2) have a personal interview with a staff member of the Dental Assisting Program.

### **DENTAL LABORATORY TECHNOLOGY**

Applicants must (1) take the aptitude test as scheduled by the PBJC Dental Health Center; (2) have a personal interview with a staff member of the Dental Laboratory Technology Program.

### **READMISSION PROCEDURES TO DENTAL HEALTH PROGRAMS**

Should a Dental Hygiene or Assisting student voluntarily withdraw before completion, or fail to meet course requirements and decide to return, it will be necessary to:

1. Reapply as a new student.
2. All student application records must be updated to be considered for the new class.

### **OCCUPATIONAL THERAPY ASSISTANT**

Applicants must be (1) a high school graduate; (2) if the applicant has college work, then he/she must have a "C" average on all work attempted.

## **Reactivated Students**

student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

## **Dual College Enrollment**

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted at Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

## **Handicapped Students**

Palm Beach Junior College is making efforts to comply with all laws and regulations applicable to qualified handicapped individuals as required in Section 504 of the Rehabilitation Act of 1973.

College personnel are aware of the kinds of problems handicapped students face and are anxious to help solve them.

A common effort has been undertaken to make College facilities and services available and useful to students with physical and other types of disabilities.

Information about the accessibility and facilities of campus buildings, classroom assistance, parking, and schedule accommodations is available.

It is helpful to identify needs before registration. Please inquire of the Director of Health Services.

## **Senior Citizens**

Senior citizens are a welcome part of the student body at Palm Beach Junior College, in both day and evening classes. A board policy designed to encourage even fuller use of the college by senior citizens is given in detail in the "PBJC FEES" section.

## PBJC Fees

All fees are due at the time of registration. No registration will be complete until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies. All fees subject to change by action of the Board of Trustees.

### BASIC FEE SCHEDULE

Student fees at Palm Beach Junior College have been established by the Board of Trustees effective with the Fall Term as follows:

#### In-State Students (Florida Residents)

Matriculation Fee, \$16.00 per semester hour-all terms

#### Out-of-State Students (non-Florida Residents)

Matriculation and Tuition Fee, \$32.00 per semester hour-all terms

Lab fees have been established for all courses which require expendable materials in addition to above fees.

## Special Fees\*

### MISCELLANEOUS FEES

#### Fees for Parking:

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-and part-time) will not be charged for decals. Decals will expire August 1 of each year.

Decals will be sold in the College Bookstore as follows:

Yearly .....	\$5.00
Spring or Summer Term .....	\$2.00
Replacement and for temporary use of another vehicle .....	\$1.00

Decals will be required for workshops as follows:

- 0 to 7 weeks temporary guest decals will be issued free.
- 7 weeks or more a decal must be purchased.

An area south of Eissey Street will be designated as decal-free parking after 4:30 p.m.

Transcript Fee ..... \$2.00

Two transcripts, whether partial or final, are furnished free of charge.

Additional transcripts will not be issued until this fee is paid.

Special Term Examination Fees ..... \$3.00

Fee for Department and Special Course

Examinations ..... Current Matriculation Fee

Special Announced Test Fee ..... \$2.00

Graduation Fee ..... \$11.00

Late Registration Fee ..... ( 5.00 per course)

Returned Check Fee ..... \$10.00 or 5% of check, whichever is greater

Student Liability Insurance Fee ..... \$7.99

Required in certain courses where the student is providing a service to the public. Payable once per calendar year.

\*Special fees are assessed in addition to the Basic Fee schedule. Special fees may vary from Center to Center.

**APPLIED MUSIC FEES**

All Applied Music courses require special fees.

Applied Music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice), or MVW (Woodwinds).

**Applied Music—Class Instruction**

(2 class hours weekly) ..... \$20.00

**Applied Music—Private Instruction**

One half-hour lesson weekly ..... \$30.00

(Preparatory—Freshman Level, Secondary

Instrument—Freshman and Sophomore Level)

Two one-half hour lessons weekly ..... \$60.00

(Principal Instrument—Freshman and Sophomore Level)

**PYSICAL EDUCATION FEES\***

Aquatics (Fundamentals of), PBJC Central ..... \$17.00

Aquatics (Fundamentals of), PBJC North ..... 5.00

Bowling ..... 27.00

Life Saving & Water Safety, Swimming ..... 17.00

\*Fees estimated and are subject to change

**LAB FEES**

APB 1190L	Anatomy and Physiology I Laboratory.....	6.00
APB 1191L	Anatomy and Physiology II Laboratory .....	6.00
APB 2303	Medical Laboratory Procedures I .....	6.00
APB 2311	Medical Laboratory Procedures II.....	6.00
ART 1100	Arts and Crafts I .....	7.50
ART 1101	Arts and Crafts II .....	7.50
ART 1110	Ceramics I .....	7.50
ART 1111	Ceramics II.....	7.50
ART 1155	Enameling and Jewelry .....	7.50
ART 1203	Design III .....	7.50
ART 1230	Advertising Design I .....	7.50
ARV 1100	Photography I .....	7.50
ARV 1101	Photography II .....	7.50
ARV 1202	Typography .....	7.50
ARV 1221	Production Graphics.....	7.50
ARV 1200	Graphic Arts I .....	7.50
ARV 1234	Graphic Arts II.....	7.50
ARV 1264	Graphic Arts Industries .....	7.50
ARV 2214	Screen Printing .....	7.50
ARV 2217	Ink and Color.....	7.50
ARV 2222	Graphic Arts III .....	7.50

**PBJC Fees**

ARV 2105	Dye Transfer Photography .....	7.50
ATT 1600	Basic Flight Simulator Lab .....	75.00
ATT 2605	Basic Flight Advanced Lab .....	75.00
ATT 2610	Advanced Instrument Flight Lab.....	100.00
BCN 2253C	Architectural Drafting.....	2.00
BOT 1010L	General Botany Laobratory .....	6.00
BOT 1153L	Botany II Laboratory .....	6.00
BSC 1010L	Principles of Biology Laboratory.....	6.00
CHM 1015L	Laboratory for CY 100 .....	10.00
CHM 1045L	General Chemistry I Laboratory .....	10.00
CHM 1046L	General Chemistry II Laboratory .....	10.00
CHM 2200C	Principles of Organic Chemistry.....	10.00
CHM 2210L	Organic Chemistry I Laboratory .....	10.00
CHM 2211L	Organic Chemistry II Laboratory .....	10.00
CHM 2120C	Quantitative Analysis .....	10.00
CJT 2100	Criminal Investigation .....	2.00
CJT 2140	Introduction to Criminalistics.....	2.00
COC 1110	Introduction to Computers .....	5.00
COP 1160	Programming RPG II.....	5.00
COP 1400	Basic Assembly Language.....	5.00
COP 2110	Mathematical Programming .....	5.00
COP 2120	Programming COBOL.....	5.00
COP 2121	COBOL Applications.....	5.00
COP 2461	RPG II Applications .....	5.00
DEA 1020C	Preclinical Orientation .....	10.00
DEA 1800C	Clinical Practice I.....	10.00
DEA 1801C	Clinical Practice II .....	10.00
DEA 1802C	Clinical Practice III.....	10.00
DEA 1820C	Intraoral Auxiliary Procedures I.....	10.00
DEA 1821C	Intraoral Auxiliary Procedures II .....	10.00
DEH 1800C	Clinical Dental Hygiene I.....	5.00
DEH 1802C	Clinical Dental Hygiene II .....	5.00
DEH 2806C	Clinical Dental Hygiene III.....	5.00
DEH 2808C	Clinical Dental Hygiene IV.....	5.00
DES 1000C	Dental Anatomy .....	5.00
DES 1100L	Elements of Dental Materials Laboratory .....	10.00
DES 1200C	Dental Radiology .....	5.00
DTE 1100C	Complete Denture Techniques I.....	10.00
DTE 1101C	Complete Denture Techniques II .....	10.00
DTE 1110C	Cast Inlay and Crown Techniques .....	10.00
DTE 1120C	Partial Denture Techniques I .....	10.00
DTE 1140C	Ceramics I .....	10.00
DTE 1150C	Crown and Bridge Technique I .....	10.00
DTE 2121C	Partial Denture Techniques II.....	10.00
DTE 2130C	Special Prosthesis .....	10.00

**PBJC Fees**

TE 2131C	Ortho & Pedo Rem. App.	10.00
TE 2151C	Crown and Bridge Technique II	10.00
EC 2531	Early Childhood Directed Observation & Participation	
EC 2531	I Laboratory	5.00
EC 2531	Early Childhood Directed Observation & Participation I Laboratory	5.00
EC 2940L	Montessori Practicum I	5.00
EC 2941L	Montessori Practicum II	5.00
MT 2208	Emergency Medical Tech-Paramedic I	10.00
MT 2209	Emergency Medical Tech.-Paramedic II	10.00
JR 2100C	Surveying I	3.00
JR 2610C	Surveying II	3.00
TD 2711C	Machine Drafting I	2.00
TD 2450C	Advanced Engineering Design	2.00
TD 2801C	Technical Illustration	2.00
TE 1001	Essentials of Electricity	3.00
TE 1010L	DC Circuit Analysis Laboratory	3.00
TE 1020L	AC Circuit Analysis Laboratory	3.00
TE 2101C	Electronics I	3.00
TE 2122C	Electronics II	3.00
TE 2514C	Advanced Electricity	3.00
TG 2530C	Properties and Test. of Materials	3.00
TI 1411C	Manufacturing Processes	3.00
TM 1614	Refrigeration Cycles and Equipment	3.00
VS 1269L	Microbiology for Wastewater Tech. Laboratory	6.00
SS 1210C	Food for the Family	6.00
SS 2221L	Quantity Food Comp. and Prep	15.00
IFT 1949	Co-op Hospitality Management I	15.00
IFT 2949	Co-op Hospitality Management II	15.00
MCB 1000L	Microbiology Laboratory	6.00
MUR 1200C	Medical and Surgical Nursing I	5.00
MUR 1021C	Fundamentals of Nursing	5.00
OCB 2103L	Introduction to Marine Science Laboratory	6.00
OTH 1121	Therapeutic Media	7.50
OTH 1800C	Occupational Therapy Practicum	2.00
OTH 2100C	Occupational Therapy Act. Laboratory	10.00
CB 2063L	Experiments in Genetics	6.00
EL 1346	Badminton	3.00
EL 1441	Racquet Ball/Paddle Ball	3.00
EL 2121	Golf	3.00
EL 2141	Archery	3.00
EL 2341	Beginning Tennis	3.00

## PBJC Fees

PEL 2342	Intermediate Tennis .....	3.00
PEN 1231	Basic Sailing .....	3.00
PEN 2122	Intermediate Swimming and Diving .....	5.00
PHY 2048L	Laboratory for PHY 2023 and PHY 2048 .....	5.00
PHY 2049L	Laboratory for PHY 2024 and PHY 2049 .....	5.00
PSC 1341L	Physical Science Laboratory .....	5.00
SES 1100	Beginning Typewriting.....	5.00
SES 1108	Typewriting .....	5.00
SES 1110	Intermediate Typewriting .....	5.00
SES 1210	Shorthand .....	5.00
SES 1211	Dictation and Transcription .....	5.00
SES 2361	Machine Transcription.....	5.00
SES 1401	Office Practice .....	5.00
SES 2120	Advanced Typewriting .....	5.00
SES 2212	Advanced Shorthand Dict. & Transcr. ....	5.00
SES 2224	Machine Shorthand.....	5.00
SES 2221	Machine Shorthand I.....	5.00
SES 2222	Machine Shorthand II .....	5.00
SES 2223	Machine Shorthand III .....	5.00
SES 2248	Special Appl. of Dict. & Transcr. ....	5.00
ZOO 1013L	General Zoology Laboratory .....	6.00
ZOO 2713L	Comparative Vertebrate Anatomy I Lab .....	6.00
ZOO 1714L	Comparative Vertebrate Anatomy II Lab .....	6.00

## CENTER FOR EARLY LEARNING AND EARLY CHILDHOOD PROGRAMS:

1. Overall non-refundable materials fee of \$10.00 to be paid by student-parents prior to enrollment each term. If a child is enrolled after beginning of term, materials fee will be graduated on a monthly basis.
2. Enrollment fees are charged on a sliding scale according to ability to pay, as follows:
  - a. \$10.00 per week
  - b. 15.00 per week
  - c. 20.00 per week
3. A fee in the amount of \$1.00 per week for each child for snacks will be assessed.

## **FEES FOR SENIOR CITIZENS IN CREDIT CLASSES**

Senior citizens may register at the beginning of each term for a maximum of two classes on the final day of a regularly scheduled drop/add period provided a vacancy exists in a section of a credit class. The fee for each class shall be \$4.00. In the case of non-residents, the Board shall waive the non-resident portion of the fee.

Senior citizens will be expected to pay all regularly assessed special fees for the classes in which they enroll.

Senior citizens, for the purpose of this policy, shall be those individuals who have reached the age of 62 by the day of registration.

## **SHORT COURSE, NON-CREDIT FEES**

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

## **OTHER INDIVIDUAL PROGRAM COSTS**

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Paramedic, Mental Health Technology, and Occupational Therapy Assisting must purchase approved insurance and provide for transportation to the agencies for clinical experience. Nursing, Dental Hygiene, Dental Assisting, Paramedic, and Occupational Therapy Assistant students must also purchase approved uniforms and/or special kits as required.

Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

## **REFUNDS**

Students who withdraw from college within the first five class days of any term, (except Spring Term—first three days) not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify Registrar.

Re-scheduled students who have prepaid fees will be reimbursed one hundred percent of fees paid, if they notify the Registrar's Office in person before official registration begins as published in current catalog for any term. After official registration begins, only eighty percent will be reimbursed.

Students must present completed documentation for change from out-of-state to in-state classification to the Registrar before the first day of classes to be eligible for a refund of the out-of-state portion of their fees.

## **PBJC Fees**

### **GRADUATION FEE**

100% Refund: Students who fail to meet graduation requirements due to College error, including advising errors.

No Refund: Students who withdraw or who fail to meet graduation requirements due to the student's lack of performance, or when official permission has been given to graduate in absentia.

Time Limitation: The graduation fee has a one-year limitation. If graduation does not occur within one year of the end of the term in which it is paid, the student would again be assessed the fee, if he plans to graduate.

### **SPECIAL FEES FOR MUSIC**

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

### **SPECIAL FEES FOR PHYSICAL EDUCATION**

Some of these fees are held in trust for the vendor, and a 100% refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

### **DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)**

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the Dean of Student Activities will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

### **STUDENT FEE AUDIT**

An audit of all fees collected will be conducted by the College staff at the close of each registration.

In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Overcollection of fees will be refunded.

### **SOCIAL SECURITY**

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full-time attendance in an educational institution. Full time at PBJC is 12 credit hours.

## **Student Residence Classification**

A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Students may change to Resident Student at the change of term after having their legal domicile in the State of Florida for 12 months. To change to Resident Student, a Declaration of Domicile must be on file in the Registrar's Office prior to the first class meeting.

### **RESIDENT STUDENT**

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

### **OUT-OF-STATE STUDENT**

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 2 months immediately preceding his registration, he will be classed as an Out-of-State Student and be subject to the Out-of-State tuition fee. (Proof of guardianship required.) Employees of the School Board of Palm Beach County or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-of-State tuition fees may obtain the proper form from the county superintendent's office or from the College.

### **SOPHOMORE AND FRESHMAN**

A student is considered a sophomore when he has completed twenty-four semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-four hours of credit, he is a freshman.

### **REGULAR AND SPECIAL**

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. A Spring or Summer Term student must carry 4 semester hours in each six-week Term to be considered a regular student during that Term. Although audit courses carry no credit, they are counted as part of the student's load. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

### **AUDITORS**

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor.

## **Attendance**

### **ATTENDANCE, WITHDRAWAL, AND CHANGE-OF-GRADE PROCEDURES**

Punctual and regular attendance is expected of students in all courses and course activities for which they are registered. Any class session missed regardless of cause, reduces the opportunity of learning and frequently affects adversely the grade the student achieves in a course. A student is required to attend at least 90% of the class meetings in order to receive credit for the course. An accurate record of attendance and tardies will be kept for each class. If a student misses as much as one-third of a class, he will be counted absent. Three tardies will be counted as one absence.

If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to contact the teacher immediately upon his return to class to determine what measures can be taken to maintain the continuity of the course. It shall be the decision of the teacher as to whether or not the student shall be permitted to make up the work missed.

Any student who misses more than 10% of the class meetings after last day of drop and add for a particular course will receive a grade of "WX" or "F" unless the teacher, because of extreme extenuating circumstances, permits the student to remain in the course; or, unless the student completes an official withdrawal form. An official withdrawal would entitle the student to a grade of "W."

A student when officially representing the College, such as on a field trip, shall not be counted absent, provided prior notice is given the teacher and the work is made up.

In order to withdraw from a course, a student must properly complete class withdrawal before the end of the 10th week of the Fall or Winter Term, or before the end of the 4th week of the Spring or Summer Term. (The dates for the quarter system classes are prior to the end of the 7th week of an quarter.)

The dates for withdrawal from a class apply to a change from credit to audit.

Incomplete grades must be removed within 30 calendar days after the first scheduled day of classes in the subsequent Fall or Winter Term.

A teacher's change of grade for a course taught in the Fall Term must be completed before the end of the following Winter Term. Any grade change for classes taught in the Winter Term, Spring Term, or Summer Term must be completed before the end of the following Fall Term. For changes of grade for classes taught on the quarter system, the change must be completed prior to the end of the subsequent quarter.

## **ABSENCE FROM EXAMINATIONS**

Absence from an examination will count as failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

## Grading

### **GRADING SYSTEM**

The following grading system is used in Palm Beach Junior College:

A — Excellent	I — Complete
B — Good	W — Withdrawn
C — Fair	AU — Audit
D — Poor but Passing	NC — Non-credit Course
F — Failure	WX — Withdrawn for Excessive Absences

### **GRADE POINT AVERAGE**

The grade point average is determined by dividing the total quality points earned by the total semester hours attempted. Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average.

### **GRADE REPORTS**

Grade reports are sent to students at the end of the term; a progress report is given the student at midterm. The only grades officially recorded are those issued at the end of a term.

### **ACADEMIC HONORS LIST**

The Academic Honors List shall be published for all campuses at the end of each major term. All students who have made an average of 3.0 or more (B or above) while carrying a full academic load within a term shall have their names placed on the Academic Honors List.

### **STUDENT LOAD**

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Academic Honors List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during the Fall or Winter Term and 9 semester hours during the Spring or Summer Term.

### **INCOMPLETE WORK**

Incomplete grades are changed to "F" automatically if not made up within 30 calendar days after classes begin in the subsequent fall or winter term.

### **ACADEMIC PROBATION**

Palm Beach Junior College is responsible for providing a student with the best possible education in both an economical and efficient manner. In order to achieve this, the College requires each student to maintain reasonable academic progress.

Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as he or she fails to achieve the standard set for the number of hours attempted.

## **Policies**

Any student on academic probation will be limited in his course load to a maximum of 12 semester hours during the Fall and Winter Terms and 4 semester hours during the Spring or Summer Term.

## **Standards of Progress**

Cumulative Quality Point Average of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Probation will be figured at the end of each school term (Spring and Summer Terms will be considered as one term for semester system).

A committee on probation will be appointed by the College President to pass on any appeal cases.

## **Policies**

### **STUDENT CONDUCT**

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

### **SECURITY OF STUDENT RECORDS**

#### **1. INSPECTION OF RECORDS**

##### **A. Eligible Persons**

In compliance with the Family Educational Rights and Privacy Act (The Buckley Amendment) the student records at PBJC (located in the Office of the Registrar) are open for inspection only by the student or parents of dependent students (as defined by Section 152 of the Internal Revenue Code) and as per Paragraph #99.31 of the Buckley Amendment.

1. School officials who have legitimate educational interests.
2. State educational authorities.
3. Federal and State officials representing state or federal programs.
4. Persons having written authorization for release.
5. Officials in compliance with Judicial orders.

##### **B. Viewing the Record**

1. Permanent records are never permitted out of the Office of the Registrar.
2. Students may view their records at the counter in the presence of office personnel.

**II. PRIOR CONSENT FOR DISCLOSURE OF RELEASE OF RECORDS**

**A. Copies of Material in Record**

1. Transcripts are released only upon written consent of the student or parents of dependent students (as per Paragraph #99.30 of the Buckley Amendment).
2. There is no charge for the first two transcripts. A \$2.00 fee for each additional copy should accompany each additional request.
3. If a student or parent of dependent student cannot have access to record (i.e. lives too far away) copies may be made and the fee schedule for transcripts (A.2) will be applied. (As per Paragraph #99.11 of the Buckley Amendment)

**B. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:**

1. Address (not over the telephone)
2. Dates of attendance
3. Date and place of birth
4. Major field of study
5. Weight and height of members of athletic teams
6. Degrees and awards received
7. Educational institution attended

A student must submit to the Registrar's Office a written notice stating which of the above items is not to be released to the general public.

**III. RIGHT TO HAVE AND PROCEDURE FOR CONDUCTING A HEARING**

- A. If a student feels that there is an error in the permanent record, the student should contact the Office of the Registrar to arrange for a hearing.
- B. A hearing will be conducted accordingly as per Paragraph #99.22 of the Buckley Amendment.
  1. The hearing will be within a reasonable period of time after the request is received.
  2. The parent or eligible student shall be given notice of date, place and time reasonable in advance.
  3. A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## **Policies**

### **UNPAID ACCOUNTS**

Unpaid student accounts to the College will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

### **PREREQUISITES**

A student who registers for any course for which he has not completed the prerequisites must consult with the chairperson of the department offering the course. The chairperson may make the decision to remove the student from the course; move the student to the prerequisite course; or allow the student to remain in the course.

### **REGULATION CHANGES**

Any statement in this catalog is subject to change by the Administrative Committee of the College. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

### **REPEATED COURSES AND ACADEMIC AVERAGE**

As of December 1970, only the last attempt of a repeated course is used in Quality point average computation.

No student may repeat a course in which he has previously earned a grade of "C" or better, except on an audit basis.

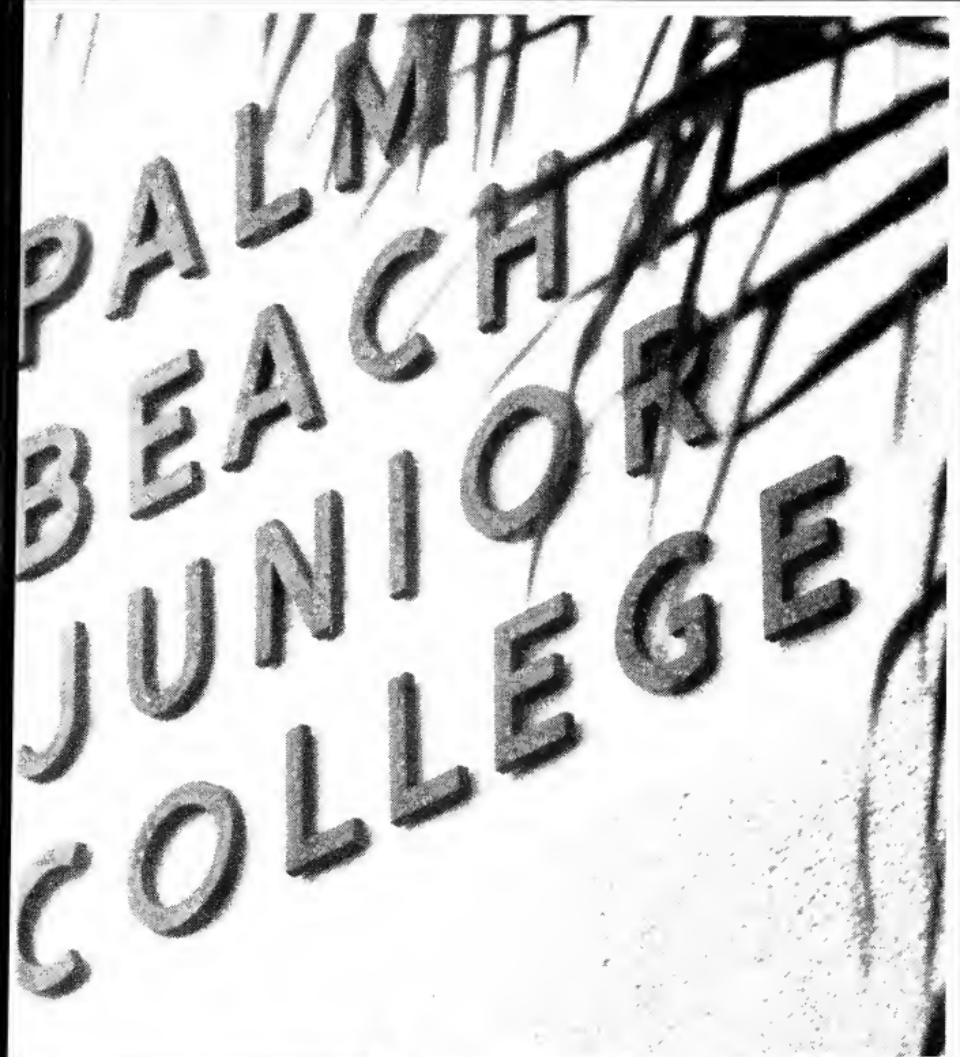
The forgiveness policy pertains only up to the time of the awarding of the AA degrees and does not extend beyond that time.

### **CORRESPONDENCE COURSES**

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.



## *Educational Opportunities*

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## **Continuing Education**

# **Continuing Education**

Continuing Education at Palm Beach Junior College has grown to a multi-campus operation of educational and related services which exist in several formats. These include programs, courses and projects. The majority of such activities are non-credit, although credit offerings are available under the sphere of Continuing Education.

## **CONTINUING EDUCATION (CEU) OFFERINGS**

Palm Beach Junior College offers occupational, developmental, and non-occupational (citizenship and avocational) Continuing Education programs, courses and projects.

### **Occupational**

Occupational offerings are available in the areas of agriculture, distributive health occupations education, home economics, office occupations, trade and industrial occupations, and public service. Continuing education units (CEU) may be earned for satisfactory completion of the programs and courses. These courses are scheduled throughout the year when there is a demand. Individuals and organizations are invited to suggest programs which might be developed through cooperative planning with the college. Palm Beach Junior College provides classroom facilities, equipment, materials, professional consultants and instructors for the development and implementation of programs of study.

The following non-credit occupational offerings were scheduled in 1979-80.

### **AGRICULTURE**

Beekeeping-Beginning  
Beekeeping-Intermediate  
Horticulture Maintenance  
Landscape Maintenance

Lawn & Golf Green Management  
Lawn Maintenance  
Lawn & Ornamental Pest Control  
Turf Grass Short Course

### **DISTRIBUTIVE**

Chef Apprenticeship Program  
First Level Management  
Floral Design  
Floral Design-Advanced  
Executive Housekeeping  
Going Into Business For Yourself  
Introduction to Travel Agency  
Procedures  
Loan Officer Development  
Model Efficiency Building Code  
Osha Short Course

Personal Development  
Professional Salesmanship  
R.E. Post-Registration  
Real Estate Exam Review  
Real Estate Math Review  
Real Estate Sales Training  
Stock Market & Investment Techniques  
Tax-Individual  
Tax-Small Business  
Wills, Trusts & Estates

## **HEALTH OCCUPATIONS EDUCATION**

Alcoholism	Motivational Dynamics
Basic Electrocardiography	Nurse Refresher Course
Cardiopulmonary Resuscitation	Nursing Care of the Cancer Patient
Teachers Course	Nursing Care of Renal Disease Patient
Client Centered Counseling	Nursing Intervention in Orthopedics
Communication Skills in the Gerontological Environment	Nursing Assessment of Multiple Systems
Complications of Diabetes Mellitus	Operating Room Techniques
Coronary Care Refresher	Orthopedic Nursing Conference
Coronary Care Rehabilitation	Paramedic Certification Examination Review
Death & Dying for Nurses	Parkinson's Disease
Disaster Nursing	Patient Teaching
DIG Reading for Professionals	Pharmacology Update for Nurses
Eye Disorders-Care & Treatment	Professional Literature Review
History of Health Care in the U.S.	Psychology of Aging
Holistic Approach to Stress	Respiratory Nursing
Introduction to Speech & Hearing Fundamentals	Reality Therapy
Legal Aspects of Charting for Nurses	Sensory Deprivation
Legal Aspects of Nursing Care	Sensory Deprivation in the Elderly
Medical Radiation Fundamentals	Skin Disorders
Metric System for Medication Administration	Stress and Its Management
	Stroke
	Sun & The Skin
	Teaching Self-Maintenance Skills

## **HOME ECONOMICS**

Child Care Business Operations	Food and Beverage Service Training
Child Development I	Food Service Seminar Series
Child Development II	Industrial Housekeeping
Cooking for Pre-school Children	Positive Approaches to Discipline
Creative Learning Materials	Sanitation and Safety for Food Service
Effective Classroom Techniques for Child Care Personnel	Personnel

## **OFFICE OCCUPATIONS**

Computer Assist Dispatch	Office Typing Refresher
Executive Secretary Training	Secretary Refresher I
Leadership Skills for Office Supervisors	Secretary Refresher II
	Word Processing Concepts

## **TRADE AND INDUSTRIAL OCCUPATIONS**

Air Conditioning & Refrigeration	Navigation-Celestial
Commercial (HARV)	Navigation-Chart & Compass & Electronic
Air Conditioning & Refrigeration-Residential	Photo Sensitometry
Baking	Photographic Dye Transfer
Contractor-Building & General	Review for Mechanical Engineers
Contractor-Residential	Store Design
Custodial School	Technical Review for Civil Engineers I
Fine Print	Technical Review for Civil Engineers II
Journeyman Electrician	Technical Review for Electrical Engineers
Journeyman Plumber	Technical Writing
Master Electrician	Water & Pollution Control
	Zone System Photography

## **Continuing Education**

### **PUBLIC SERVICE**

- |                                      |   |
|--------------------------------------|---|
| Accident Investigation               | First Responders Course                       |
| Advanced Arson Investigation         | Intro. to Computer Related Crimes             |
| Advanced Latent Print Examiner       | Jail Seminar                                  |
| Auxiliary Recruit Training           | Lawyer-Land Surveyor Conference               |
| Basic Latent Print Examiner          | Major Case Investigation                      |
| Basic Arson Investigation            | Mechanic's Leins                              |
| Basic Police Recruit Refresher       | Organized Crime Seminar for Police Executives |
| Basic Standard Corrections Officer   | Parking Enforcement Specialists               |
| Basic Standard Recruit               | Police Instructor Training                    |
| Breathalyzer Maintenance             | Police Mid-Management                         |
| Breathalyzer Refresher               | Police Photography                            |
| Breathalyzer Technician              | Police Supervision                            |
| Career Development Officer-Int.      | Public Safety Dispatching-Basic Introduction  |
| Career Development Officer-Refresher | Sexual Assault on Children                    |
| Criminal Law                         | Street Law                                    |
| Crisis/Stress Management             | White Collar Crime                            |
| Executive Development                |   |

### **Developmental**

Non-credit courses in reading and math are available to all students currently enrolled at the college.



## Citizenship

Community Instructional Services are available in various educational formats, the most common being non-credit citizenship courses. Such offerings are based on significant community problems identified as needing to be addressed through education services in the following categories: environmental, health, safety, human relations, governmental, education and child rearing, and consumer economics.

The following non-credit citizenship offerings were scheduled in 1979-80.

Alcoholism: A Family Illness	Job Re-Entry Skills For Women
Alcoholism and the Elderly	Judeo-Christian Beliefs
Alpha-Genics	Know Your Car
Assertive Communication	Managing Stress
Assertiveness in Personal Development	Mental Retardation Seminar
Basic Income Tax	Palm Beach County & It's Resources
Beginning Sign Language	Parent Child Relationships
Cooking Safety	Parents In Need - Child Abuse
Crain Behavior & Human Dynamics	Performing Arts-Mentally and Physically Handicapped - Dance
CR For Laymen	Performing Arts-Mentally and Physically Handicapped - Vocal
China Today	Personal Adjustment for the Handicapped
Communication Effectiveness Training	Personal Improvement Plus
Communication Skills for the Working Women	Physical Education for the Physically Handicapped
Conference for Displaced Homemakers	Physically Disabled and You
Consciousness Raising	Problems of Adjustment in Later Years
Continued Living and Adaptation	Reading & Math Skills For Parents
Coordinators Training-Adult and Community Education	Real Estate For Consumers
Coping Skills for the Mentally Handicapped	Self-Confidence Through Personal Appearance
Handicapped	Self-Defense For Women
Creative Artistic Development	Seminar For Area Drug Abuse Council
Handicapped	Sewing For The Working Women
Creative Divorce	Stress Reduction
Crisis Line	Sudden Infant Death Syndrome
Daily Living Skills	The Art of Love
Dance Therapy	Transitional Learning For The Mentally Handicapped
Defensive Driving	Triumph of Age
Dress For Success	Typing For The Blind
Driver Education	Understanding Human Sexuality
Driver Improvement Program	Understanding Self
Family Financial Planning	Wide Tracks of the Palm Beaches (Wheelchair Basketball)
Financial Decision Making	Women - The Older The Better
For Women	Women's Legal Fair
From Fog to Focus	Writing Your Life History
Great Decisions	Your Legal Rights as a Disabled Individual
Hunter & Firearm Safety	Youthful Aging
IMPACT-Improving Personal Awareness for Career Transitions	
Individual Basic Income Tax	
Individuality Through Interior Decorating	

## **Continuing Education**

### **AVOCATIONAL**

Batik  
Beginning and Intermediate Bridge  
Cake Decorating  
Exploring Art Materials  
Financial Roundtable

Ikebana (Japanese Floral Arranging)  
Individualized Development  
Tai Chi  
Tole Painting

The above courses are supported from student fees collected. The college receives no public state funds for their support.

### **COMMUNITY SERVICES**

Palm Beach Junior College facilities are available for approved community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public. Others charge enough to help defray expenses, or to raise scholarship funds.

### **CONTINUING EDUCATION PROJECTS**

#### **Institute of New Dimensions**

This project is dedicated to the exploration of educational and cultural enrichment opportunities by adults, especially retirees, through courses seminars, forums, field trips, and lectures. It is a cooperative venture of volunteers from the arts, sciences and professions whose purpose is to bring intellectual enrichment to the community. The institute is popular with senior citizens.

#### **Women's Center**

The purpose of the Women's Center is to provide services to the community for women in transition. The Center provides: 1) information and referral services to assist women in information about community resources; 2) individual counseling to assist women in career goals; and 3) educational services to enable women to participate in short courses, workshops, and seminars unique to women's needs.

#### **Multi Media Instruction**

**Courses by newspaper, television and radio** carry college transfer credit. The courses are offered in the Fall and Winter terms. Each three-semester credit course may be audited. Senior citizens special registration fee does not apply to multi-media courses. Veterans should have approval from the Veteran counselor to apply for benefits. The instruction for each course by television utilizes a video broadcast received in the home, a text/study guide, three required and several optional campus discussion/review meetings, self-tests and personal telephone contact with the instructor. The courses by radio utilize an audio broadcast received in the home, a text/study guide, optional instructor/lecture discussion groups and three regular meetings. The

## **Continuing Education**

ourses by newspaper combine weekly newspaper articles with a reader/study guide and instructor lecture/discussion groups. Three campus meetings are required.

### **Real Estate**

The college, through Continuing Education, provides a comprehensive real state education program leading to an associate degree. All courses required for salesman and broker state license and post-licensure are available. The following courses are offered for credit or audit (non-credit):

bstracts and Titles I  
bstracts and Titles II  
o-op Real Estate I  
o-op Real Estate II  
real Estate Appraisal  
real Estate Finance  
real Estate For Bankers  
real Estate Principles and Practices  
RE-I (Salespersons)  
real Estate Principles and Practices  
RE II (Brokers)

dditionally, the college offers the following non-credit short courses:

#### **Monthly:**

ost-Registration (Required BRE 14 hour course for license renewal)

#### **Each Term (Fall, Winter, Spring):**

Math Review for License Applicants

#### **Fall and Winter Terms:**

Real Estate For Consumers

#### **As Needed:**

Commercial and Investment Real Estate

SREA Appraising - I

Federal Taxes Affecting The Sale of Residential Real Estate

Real Estate Salesmanship

Real Estate courses are available at the Central Campus in Lake Worth and P.B.J.C. - North (Palm Beach Gardens), P.B.J.C. - South (Boca Raton), and P.B.J.C. - Glades (Belle Glade). For further information call the Office of Continuing Education at 439-8006.

### **Insurance**

The college provides courses in general insurance, Chartered Property, Casualty Underwriters (CPCU) and Chartered Life Underwriters (CLU). Refer to Insurance in the Index.

## **Cooperative Education (CO-OP)**

Cooperative Education is a unique plan of educational enrichment. It is designed to make a student's educational program more relevant and meaningful by integrating classroom study with supervised on-the-job practical experience in business, industrial, government or service-type work situations. In addition to gaining valuable practical experience while attending college students receive salaries and academic training assignments. Cooperative courses are available in most disciplines and training assignment credits are transferrable to state universities in Florida.

**Eligibility:** Continuing CO-OP students must maintain a cumulative quality point average of not less than 2.0.

**Credits:** A maximum of twelve (12) CO-OP training assignment semester hours are acceptable toward an Associate degree. Permission of the department chairperson or faculty coordinator and cooperative education coordinator is required before enrollment. Each part-time training assignment earns three semester hours of academic credit. Two three-semester hour training assignments may be combined concurrently for an approved full time on-the-job learning experience (6 semester hours). CO-OP credits may replace electives or may be course equivalencies; permission is to be obtained from the department chairperson or faculty coordinator.

**Certificate Programs:** Cooperative Education training assignments are approved for certain certificate programs. Students should consult with the appropriate department chairperson or coordinator for specific information regarding eligible training assignments.

## **Global Education**

Palm Beach Junior College recognizes its increasing responsibility to become more involved in international/intercultural education. The College sees its role as providing the opportunity for students, faculty, staff and members of the community to learn more about themselves, to learn more about the world in which they live and to enrich their lives personally and professionally. These opportunities can make a major contribution to their role as a responsible citizen.

The Board of Trustees has a deepening commitment to international/intercultural education and sees as its task the development of institution-wide awareness of college programs that will contribute to global education.

The objectives of global education are:

1. To provide the student and the community with the opportunity to broaden their international/intercultural understanding and learning experiences.
2. To become involved in international experiences which contribute to the professional enrichment of faculty and staff.
3. To provide more effective inter-relationships to international students on campus.
4. To increase awareness of global education.



## ***How to Choose Your Program***

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# **How to Choose Your Program**

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years—two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below:

Many students feel that they need additional training beyond high school but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years completing their formal college education at PBJC in a "Specialized Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the one-year programs offered by the college. Others will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts. These students should read the material under "Continuing Education" in the "This is PBJC" section.

## **Non-Degree Programs**

A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the day or in the evening.

The college offers a growing number of formalized non-degree programs with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, follows.

Air Conditioning and Refrigeration Specialist .....	180	Early Childhood Education Aides .....	26
Basic Standard Corrections Officer ... (See Dept. Chairperson)		Emergency Medical Tech Paramedic.....	23
Basic Standard Police Recruit Program (See Dept. Chairperson)		Fire Science Technology .....	17
Building Construction Management .....	174	Popular Music and Jazz Specialists .....	21
Dental Assisting .....	167	Surveyor's Aid.....	18
Drafting Specialist .....	180	Water and Wastewater Technology.....	24

## **Associate in Science**

The degree of Associate in Science is awarded upon successful completion of a two-year Specialized, Business, Technical, Professional or General studies Program approved by the College. The aim of the occupationally oriented A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

your answer to the question, "How long do I plan to stay in College?" is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a state University. If a combination of immediate job training plus possible continuation for a four-year degree is desired, it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

### **GRADUATION REQUIREMENTS FOR A.S. DEGREE**

All students who wish to graduate from Palm Beach Junior College must fulfill the eight requirements listed under the general heading "Graduation requirements." Students are expected to complete all the courses in the program in which they are registered.

### **GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE\***

Students must complete the specific courses in General Education listed below.\*\*

Area I	<b>COMMUNICATIONS .....</b>	<b>6 Hours</b>
	ENC 1103 Freshman Communications I.....	.....
	ENC 1136 Freshman Communications II .....	6
	ENC 1313 Technical Writing .....	3
	SPC 1600 Fundamentals of Speech .....	3
Area V	<b>SOCIAL SCIENCES .....</b>	<b>6 Hours</b>
	SOC 1200 Introduction to the Social Sciences.....	3
	AND	
	POS 1001 Introduction to Political Science.....	3
	OR	
	POS 2041 American Nat'l Gov't .....	3
	OR	
	AMH 2010 U.S. History to 1865 .....	3

It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements, may complete 36 hours of General Education and have this noted on transcript, PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following Associate in Arts."

Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

## **Associate in Arts**

### **Associate in Arts**

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad had been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two years each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PB-JC.

#### **GRADUATION REQUIREMENTS FOR A.A. DEGREE**

Read carefully the eight steps under the general heading "Graduation Requirements." Students bear the primary responsibility for meeting all these requirements.

#### **GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE**

You must complete a minimum of 36 semester hours of work in the seven subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog. A student must earn a cumulative "C" (2.0) for all subjects, in order to graduate.

Area I: COMMUNICATIONS - 6 hours minimum:

ENC 1103 ( ) ENC 1136 ( )

Area II: MATHEMATICS - 3 hours minimum:

MGF 1113 ( ) MAT 1033 ( ) MAC 1104 ( ) MAC 1144 ( )  
MAC 2411 ( ) MAC 2412 ( ) MAC 2413 ( ) MAP 2302 ( )  
STA 2014 ( )

Area III: SCIENCES - 6 hours minimum:

APB 1120 ( ) APB 1190 ( ) APB 1190L ( ) APB 1191 ( )  
APB 1191L ( ) BSC 1010 ( ) BSC 1010L ( ) BOT 1010 ( )  
BOT 1010L ( ) BOT 1053 ( ) BOT 1053L ( ) MCB 1000 ( )  
MCB 1000L ( ) ZOO 1013 ( ) ZOO 1013L ( ) CHM 1015 ( )  
CHM 1015L ( ) CHM 1045 ( ) CHM 1045L ( ) CHM 1046 ( )  
CHM 1046L ( ) PHY 2023 ( ) PHY 2024 ( ) PHY 2048 ( )  
PHY 2048L ( ) PHY 2049 ( ) PHY 2049L ( ) PSC 1513 ( )  
PSC 1341 ( ) PSC 1341L ( )

- a IV: **HUMANITIES**  
A. 3 hours minimum:  
ARH 1000 ( ) ARH 1955 ( ) ARH 2050 ( ) ARH 2051 ( )  
MUL 1011 ( ) MUL 1955 ( ) MUH 2111 ( )
- B. 3 hours minimum:  
AML 2020 ( ) AML 2022 ( ) ENL 2015 ( ) ENL 2020 ( )  
LIT 2215 ( ) LIT 2224 ( )
- a V: **SOCIAL SCIENCES**  
A. 3 hours:  
SOC 1200 ( )
- B. 3 hours minimum:  
AMH 2010 ( ) POS 1001 ( ) POS 2041 ( )
- a VI: **RELATED HEALTH - 2 hours minimum:**  
HES 1000 ( ) HES 2121 ( )
- a VII: **ELECTIVES - 7 hours minimum:**  
Any of the courses listed above in excess of number required  
for that area and/or:
- ART**  
ART 1201 ( ) ART 1300 ( )
- BUSINESS**  
BUL 2111 ( ) BUL 2112 ( ) ECO 2013 ( ) ECO 2023 ( )
- COMMUNICATIONS**  
ENG 2910 ( ) ENG 2911 ( ) ENG 2912 ( ) FRE 1100 ( )  
FRE 1101 ( ) FRE 2200 ( ) FRE 2201 ( ) PHI 1100 ( )  
SPC 1600 ( ) SPN 1100 ( ) SPN 1101 ( ) SPN 2200 ( )  
SPN 2201 ( ) THE 1000 ( )
- MUSIC**  
MUT 1001 ( )
- SCIENCES**  
PCB 2063 ( ) PCB 2063L ( )
- SOCIAL SCIENCE**  
AMH 2020 ( ) POS 2112 ( ) SOC 2000 ( ) WOH 1012 ( )  
WOH 1022 ( ) POS 1001 ( ) POS 2041 ( ) AMH 2010 ( )  
AMH 2580 ( ) ANT 2000 ( ) DEP 2102 ( ) EDP 2002 ( )  
EGC 2120 ( ) GEO 1010 ( ) LAH 2130 ( ) LAH 2131 ( )  
MAF 2001 ( ) PHI 1000 ( ) PSY 2012 ( ) REL 1210 ( )  
REL 2300 ( ) REL 1243 ( ) SOP 2740 ( ) SOC 2020 ( )  
ASN 2000 ( )

## **Graduation Requirements**

# **Graduation Requirements**

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) **Students must complete 62 semester hours with 60 semester hours of academic work exclusive of occupational courses.**
- (2) All students must earn the last 15 credits at PBJC. Neither transfer nor CLEP credits satisfy this residence requirement. In all cases graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in the Bulletin. It is the responsibility of the student to meet the deadline.
- (3) A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students and a 2.0 cumulative grade point average on all work at PBJC.
- (4) All regular students will be required to complete two semester hours in a physical education activity. Exceptions to this requirement are: adults who have reached their thirty-fifth birthday, veterans with two years of service of other than reserve, students enrolled in evening classes, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.

Two semester hour physical education courses are for Physical Education majors only and will not satisfy graduation requirements for other majors.

- (5) The Health course graduation requirement may be met by either HES 1000, Perspectives on Healthful Living, or HES 2121, Life Science and Health. (Not required for Nursing (A.S.) or Dental Health graduates). This graduation requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current matriculation fee.
- (6) **Students must make formal application for graduation on the form furnished by the Registrar and filled out by the academic advisor.**

## **Graduation Requirements**

- (7) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (8) General Education requirements as specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.
- (9) To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements for an Associate of Arts (AA) degree.
- (10) The Articulation Agreement between Florida colleges and universities states that after August 31, 1972 students receiving an AA Degree must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES. General education certification of an approved program of not less than 36 semester hours is required.

## **Alternate or Second Degrees**

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from PBJC. This can be done, but requires 15 additional credits after the first degree is awarded, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed all requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted in this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar must be notified in writing on a General Education form of student's intention to work toward General Education requirements. Such a procedure does not allow the conferring of a second degree unless a total of 5 credit hours have been earned beyond those required for the first degree.

## **Help in Making Your Choice**

The entire faculty at Palm Beach Junior College is utilized in an effort match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help different members of the faculty.

### **STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST**

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

### **MAJOR FIELD UNDECIDED**

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.



# Departments and Majors

## **1) ART DEPARTMENT**

-002.	Advertising Design .....	114
-003.	Architecture .....	114
-001.	Art Education .....	115
-008.	Art History .....	116
-010.	Commercial & Graphic Arts .....	113
-006.	Fine Arts (Drawing, Painting, Sculpture) .....	116
-005.	Interior Design .....	117
-012.	Interior Design Tech .....	118
-004.	Photography .....	119

## **2) BIOLOGY SECTION**

-031.	Bacteriology .....	246
-026.	Biology, General .....	246
-027.	Biology, Teacher .....	246
-035.	Marine Biology .....	246
-028.	Plant Sciences (Agri.) .....	247
-029.	Science Education .....	246
-199.	Water and Wastewater Technology .....	248
A-033.	Wild Life, Conservation .....	246
A-034.	Zoology .....	246

## **3) BUSINESS DEPARTMENT**

S-075.	Banking .....	127
A-052.	Business Administration .....	126
S-055.	Fashion Merchandising .....	131
A-507.	Fashion Design/Fashion Merchandising .....	131
A-056.	Business Teacher .....	127
S-066.	Clerical Practice .....	128
A-071.	Clothing & Textiles .....	131
A-074.	Dietary Technology .....	128
A-053.	Economics .....	126
S-058.	Executive Secretary .....	129
S-073.	Fashion .....	130
S-068.	Food Service .....	128
S-057.	General Business .....	132
S-072.	General Home Economics .....	132
A-501.	Home Economics .....	133
S-060.	Hospitality Management .....	134
S-504.	Insurance .....	134
S-505.	Legal Assistant .....	136
A-054.	Management .....	126
S-062.	Marketing/Management .....	137
S-064.	Medical Secretary .....	129
S-503.	Real Estate .....	126

## **4) CHEMISTRY SECTION**

A-076.	Chemistry .....	253
A-077.	Chemistry Teacher .....	253
A-079.	Pre-Dental .....	254
A-078.	Pre-Medical .....	254
A-082.	Pre-Optometry .....	256

## **Departments and Majors**

AA-080.	Pre-Pharmacy .....
AA-083.	Pre-Podiatry .....
AA-081.	PreVet. Medical.....

## **(05) COMMUNICATIONS DEPARTMENT**

AA-101.	Creative Writing.....
AA-101.	English.....
AA-101.	English Teacher .....
AA-104.	Journalism .....
AA-105.	Liberal Arts .....
AA-107.	Public Relations .....
AA-103.	Speech—Drama .....
AA-109.	Speech Pathology & Audiology .....
AA-201.	Foreign Language.....
AA-202.	Foreign Language Teacher .....

## **(07) DENTAL HEALTH SERVICES**

CT-153.	Dental Assistant .....
AS-151.	Dental Hygienist .....
AS-152.	Dental Lab. Tech. ....

## **(08) ENGINEERING DEPARTMENT**

CT-182.	Air Cond. & Refrig. Spec. ....
AS-183.	Air Cond. & Refrig. Tech. ....
AS-188.	Automotive Technology .....
AA-185.	Building Construction .....
AS-198.	Building Construction Management .....
AS-197.	Commercial Pilot Technology .....
AS-126.	Computer Technology.....
AA-127.	Computer Science .....
AS-178.	Drafting & Design Technology.....
CT-181.	Drafting Specialist .....
AS-177.	Electronics Technology .....
AA-176.	Engineering .....
AS-195.	Fire Science .....
AA-184.	Industrial Arts.....
AS-179.	Land Surveying Tech. ....
CT-187.	Surveyor's Aid .....

## **(10) PHYSICAL EDUCATION**

AA-227.	Physical Education.....
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## **(11) MATHEMATICS DEPARTMENT**

AA-251.	Mathematician .....
AA-253.	Mathematics Teacher .....

## **(12) MUSIC DEPARTMENT**

AS-278.	Music .....
AA-276.	Music, Music Education .....
AS-279.	Popular Music and Jazz.....
CT-280.	Popular Music and Jazz.....

## **(13) NURSING DEPARTMENT**

AS-301.	Nursing .....
AA-302.	Pre-Nursing .....

## Departments and Majors

### **1) SOCIAL SCIENCE DEPARTMENT**

-324.	Anthropology .....	267
-344.	Early Childhood Education.....	262
-342.	Early Childhood Education.....	263
-343.	Early Childhood Education.....	263
-329.	Education, Elementary Level.....	265
-336.	Geography .....	267
-335.	Government & Foreign Service.....	267
-327.	History .....	267
-339.	Political Science .....	267
-332.	Pre-Law .....	265
-334.	Pre-Ministry & Philosophy .....	266
-331.	Psychology .....	268
-326.	Social Science .....	267
-328.	Social Science Teacher.....	267
-325.	Sociology .....	267
-330.	Welfare Worker .....	267

### **5) LIBRARY**

A-352.	Librarian .....	205
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### **6) STUDENT PERSONNEL DEPT.**

A-376.	Major Field Undecided
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### **7) EVENING CLASSES**

### **8) PHYSICS & PHYSICAL SCIENCE SECTION**

A-402.	Astronomy .....	258
A-403.	Geology .....	258
A-404.	Meteorology .....	258
A-405.	Physical Sciences.....	258
A-401.	Physics .....	258

### **9) LAW ENFORCEMENT DEPARTMENT**

T-600.	Basic Standard Police Recruit .....	(See Department Chairperson)
T-601.	Basic Standard Corrections Officer.....	(See Department Chairperson)
S-426.	Corrections.....	200
S-425.	Law Enforcement .....	198
S-429.	Security & Loss Prevention .....	201

### **11) RELATED HEALTH DEPARTMENT**

A-226.	Health Education.....	230
S-030.	Medical Assistant .....	231
S-032.	Medical Lab Technology.....	233
A-036.	Medical Technology.....	232
S-340.	Mental Health Technology .....	234
A-237.	Occupational Therapy .....	236
S-240.	Occupational Therapy Asst.....	235
A-228.	Physical Therapy .....	237
S-303.	Radiological Technology .....	238
T-450.	Emergency Medical TechParamedic .....	239

### **22) CONTINUING EDUCATION**

31	Continuing Education, Non-Credit
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NOTE: Evening students majoring in any of the fields listed will have Major Code combined with Evening Department Code 17.

**University Parallel  
(Associate in Arts)****MAJOR**

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Advertising Design . . . . .	11
Anthropology . . . . .	26
Architecture . . . . .	11
Art Education . . . . .	11
Art History . . . . .	11
Astronomy . . . . .	25
Bacteriology . . . . .	24
Biology Teacher . . . . .	24
Building Construction . . . . .	18
Business Administration . . . . .	12
Business Teacher . . . . .	12
Chemistry . . . . .	25
Chemistry Teacher . . . . .	25
Clothing and Textiles . . . . .	13
Computer Science, Business Option . . . . .	181
Computer Science, Systems . . . . .	182
Conservation . . . . .	246
Creative Writing . . . . .	156
Dietary Technology . . . . .	128
Early Childhood Education . . . . .	262
Economics . . . . .	126
Education (Elementary Level) . . . . .	265
Education (Secondary Level) . . . . .	267
Engineering . . . . .	183
English . . . . .	156
English Teacher . . . . .	156
Fine Arts . . . . .	116
Foreign Languages . . . . .	156
Foreign Language Teacher . . . . .	156
General Biology . . . . .	246
Geography . . . . .	267
Geology . . . . .	258
Government and Foreign Service . . . . .	267
Health Education . . . . .	230
History . . . . .	267
Home Economics . . . . .	133
Industrial Arts . . . . .	189
Insurance . . . . .	126
Interior Design . . . . .	117
International Trade . . . . .	126

## **University Parallel**

Journalism .....	157
Liberal Arts .....	156
Librarian .....	205
Management .....	126
Marine Biology .....	246
Mathematician .....	206
Mathematics Teacher .....	207
Medical Technology .....	232
Meteorology .....	258
Music .....	211
Music Education .....	211
Occupational Therapy .....	236
Philosophy .....	266
Photography .....	119
Physical Education .....	226
Physical Sciences .....	258
Physical Therapy .....	237
Physics .....	258
Agriculture Sciences (Agriculture) .....	247
Political Science .....	267
Pre-Dental .....	254
Pre-Law .....	265
Pre-Medical .....	254
Pre-Ministry .....	266
Pre-Nursing .....	222
Pre-Optometry .....	256
Pre-Pharmacy .....	254
Pre-Podiatry .....	255
Pre-Veterinary .....	254
Psychology .....	268
Public Relations .....	157
Real Estate .....	126
Retailing .....	126
Science Education .....	246
Social Science .....	267
Social Science Teacher .....	267
Sociology .....	267
Speech-Drama .....	157
Speech Pathology and Audiology .....	158
Welfare Worker .....	267
Zoology .....	246

## **Specialized, Business, Technical, Professional Program**

# **Specialized, Business, Technical, Professional Program (Associate in Science)**

### **MAJOR**

Air Conditioning and Refrigeration Technology .....	1
Automotive Technology .....	1
Building Construction Management .....	1
Banking .....	1
Clerical Practice .....	1
Commerical and Graphic Arts—Tech.....	1
Commercial Pilot Technology .....	1
Computer Technology .....	1
Corrections.....	2
Dental Hygiene .....	1
Dental Laboratory Technology .....	1
Drafting and Design Technology .....	1
Early Childhood Education.....	2
Electronics Technology .....	1
Executive Secretary.....	1
Fashion .....	1
Fashion Merchandising.....	1
Fire Science Technology .....	1
Food Service Management and Dietary Technology .....	12
General Business .....	13
General Home Economics .....	13
Hospitality Management.....	13
Interior Design—Tech. .....	11
Land Surveying .....	17
Law Enforcement .....	19
Legal Assistant .....	13
Legal Secretary .....	12
Medical Assistant .....	23
Medical Laboratory Technology .....	23
Mental Health Technology .....	23
Music .....	21
Nursing .....	22
Occupational Therapy Assistant.....	23
Popular Music and Jazz.....	21
Radiological Technology .....	23
Sales and Marketing.....	22
Security and Loss Prevention .....	20
Surveying .....	17
Water and Wastewater Technology .....	24

## **Florida's Statewide Course Numbering System**

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC\_000 at a community college, he cannot be required to repeat SOC\_000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

### **General Rule for Course Equivalencies**

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC\_000.

### **First Digit**

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

## **Titles**

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

## **Lab Indicators**

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories.

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples:	Marine Biology	OCB_013 (lecture only)
		OCB_013L (lab only)
	Marine Biology with Lab	OCB_013C (lecture & lab combined)

Therefore, OCB\_013C is equivalent to OCB\_013 plus OCB\_013L.

## **Equivalency of Sequences**

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC\_132, \_133, \_134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

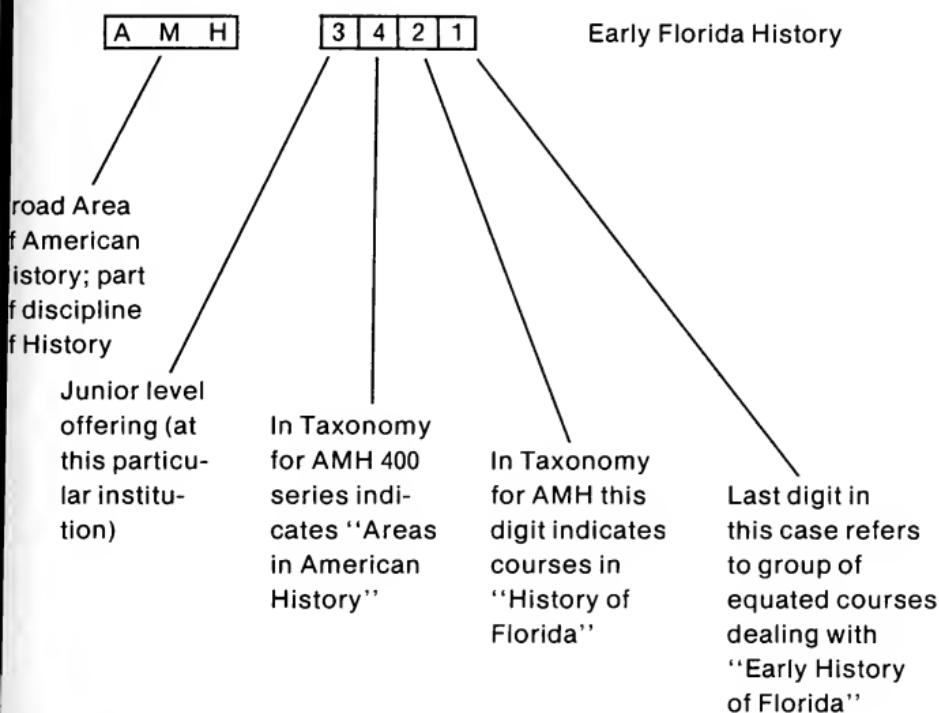
## **Explanation of Prefixes and Numbers**

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

story, for example, has seven prefixes. AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-general; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

### **Exceptions to the Rule for Equivalencies**

The following are exceptions to the general rule for course equivalencies:

- A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study thesis hours, etc. Courses with \_900 numbers must be evaluated individually and are not automatically transferable.
- C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

### **Authority for Acceptance of Equivalent Courses**

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: "....Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in the statewide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."



## *Departments, Programs and Courses*

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## **How to Use This Section**

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to examine the program suggested by your department for the major. You will want to read description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

**1. Turn to your department.**

Suppose your interest is Art and you want to examine the program in Commercial and Graphic Arts-Tech. Turn to the Art Department. It is the first program in this section.

**2. Note the names of your advisors.**

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

**3. Check your major.**

The list of majors is meant as a quick reference. Since Commercial and Graphic Arts-Tech. is one of the majors in the Art Department you know you are in the right section of the Bulletin.

**4. Find your program.**

Note that Commercial and Graphic Arts-Tech. has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the information under that title in the preceding section.

**5. Examine the program and look up your courses.**

Note that under Course Prefixes at the beginning of the Art Department listing, you find ARC, ARH, ARV, and IND. Courses with these prefixes are taught by the Art Department, and the description of these courses follows after the Art Department programs.

But since ENC 1103 and 1136, Freshman Communications, are not taught by Art Department teachers, but by the Communications Department, you will find ENC courses described in the Communications Department section of the Bulletin.

**6. Learn your course numbering system.**

Palm Beach Junior College uses the Common Course Numbering system now in use in all state community colleges and state universities in Florida. It is the only course numbering system you will need to know if you attend any of these institutions, and it facilitates transfer of credit from PBJC to any other public college in Florida. Complying with a mandate from the legislature, the State Department of Education organized input from all segments of higher education in Florida to develop the numbers we are now using.

# Art

**FACULTY:** Miles (Chairperson), Arant, Archer, Hale, Houser, Slatery, R. Smith

**MAJORS:** Advertising Design, Architecture, Art Education, Art History, Commercial and Graphic Arts, Fine Arts, Interior Design, Photography.

**COURSE PREFIXES:** ARC, ARH, ART, ARV, IND

**PROGRAMS:**

### COMMERCIAL AND GRAPHIC ARTS TECHNOLOGY (A.S. 01-010)

Palm Beach Junior College is cooperating with the North Technical Center, Riviera Beach, to offer an A.S. degree in Graphics. The technical portion of the program will be offered at the North Technical Center, while the academic portion will be offered at Palm Beach Junior College.

#### Program Requirements

Courses to be taken at the College:

Course	Title	Credit Hours
ART 1201	Design I .....	3
ART 1230	Advertising Design.....	3
ARV 1110	Photography I.....	2
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
ETD 1110C	Introduction to Technical Drawing.....	2
HES 1000*	Perspectives on Healthful Living .....	2
MGF 1113	General Education Mathematics I .....	3
PE	Physical Education .....	2
POS 1001**	Introduction to Political Science.....	3
SOC 1200	Introduction to the Social Sciences.....	3
	Electives .....	12
		41

Courses for which credit will be granted upon certification from North Technical Center:

ARV 1200	Graphic Arts I .....	3
ARV 1202	Typography.....	3
ARV 1221	Production Graphics .....	3
ARV 1234	Graphic Arts II .....	3
ARV 1264	Graphic Arts Industries .....	3
ARV 2214	Screen Printing .....	3
ARV 2222C	Graphic Arts III.....	3
		21
	TOTAL	62

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

Five hundred forty (540) hours of instruction will be the average time required to fulfill the requirements at North Technical Center (3 hours per day for one school year).

## **Art**

### **ADVERTISING DESIGN (A.A. 01-002)**

The Advertising Design Program is designed to prepare a person for a career in advertising and printing industries as a cameraman, layout artist and advertising designer. The program articulates well with similar programs on the university level.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design I .....	3	
ART 1230	Advertising Design I.....		3
ARV 1100	Photography I.....		2
ARV 2214	Screen Printing .....	3	
SES 1100	Beginning Typewriting .....		3
ETD 1110C	Introduction to Technical Drawing .....	2	
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
HES 1000*	Perspectives on Healthful Living .....	2	
MGF 1113	General Education Mathematics I .....	3	
	Physical Education.....	1	1
SOC 1200	Introduction to the Social Sciences.....		3
		17	15

#### **SOPHOMORE YEAR**

ARV 1202	Typography.....		3
ART 2231	Advertising Design II .....	3	
ART 2232	Advertising Design III.....		3
ARH 2050	History of Art I .....	3	
ARH 2051	History of Art II.....		3
	Literature.....		3
	General Education Electives .....	3	
POS 1001**	Introduction to Political Science.....	3	
	Science .....	3	3
		15	15

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

### **ARCHITECTURE (A.A. 01-003)**

This program is designed for the student who wishes to enter a professional school of architecture at a university after two years at the junior college. During the winter term of his freshman year, the architecture student should contact the university of his choice for additional counseling.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1305	Freehand Perspective Drawing.....	2	
ARC 1120	Architectural Drawing .....		3
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory .....	1	
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
MAC 1104	College Algebra.....	3	
MAC 1144	Trigonometry & Analytic Geometry .....		3
	Physical Education.....	1	
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001*	Introduction to Political Science.....		3
	Elective .....		3
		16	15

\*POS 2041 or AMH 2010 may be substituted.

**SOPHOMORE YEAR**

			Art
RH 2050	History of Art I .....	3	
RH 2051	History of Art II .....	3	
	Literature .....	3	
ES 1000**	Perspectives on Healthful Living .....	2	
AC 2411	Calculus I .....	3	
	Physical Education .....		1
HY 2023	General Physics I .....	3	
HY 2048L	General Physics I Laboratory .....	1	
HY 2024	General Physics II .....		3
HY 2049L	General Physics II Laboratory .....		1
	Electives .....		8
		<u>15</u>	<u>16</u>

HES 2121 may be substituted.

**ART EDUCATION (A.A. 01-001)**

This program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the high school level.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
RT 1201	Design I .....	3	
RT 1300	Drawing I .....	3	
RT 1301	Drawing II .....		3
RT 1110	Ceramics I .....		3
RT 1202	Design II .....		3
NC 1103	Freshman Communications I .....	3	
NC 1136	Freshman Communications II .....		3
MGF 1113	General Education Math I .....	3	
OC 1200	Introduction to the Social Sciences .....	3	
POS 1001*	Physical Education .....	1	1
	Introduction to Political Science .....		3
		<u>16</u>	<u>16</u>

**SOPHOMORE YEAR**

ART 1230	Advertising Design I .....	3
ART 1203 or	Design III .....	3
ART 2310	Drawing IV .....	(3)
ART 2510	Painting Composition I .....	3
ART 2302	Drawing III .....	3
RH 2050	History of Art I .....	3
RH 2051	History of Art II .....	3
	Literature .....	3
HES 1000**	Perspectives on Healthful Living .....	2
	Science .....	3
	General Education Electives .....	4
		<u>18</u>
		<u>15</u>

\*POS 2041 or AMH 2010 may be substituted.

\*HES 2121 may be substituted.

## **Art**

### **ART HISTORY (A.A. 01-008)**

This program is designed for the student who wishes to transfer to a university as a Art History major with a view toward teaching and performing scholarly research.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design I . . . . .	3	
ART 1300	Drawing I . . . . .		3
ENC 1103	Freshman Communications I . . . . .	3	
ENC 1136	Freshman Communications II . . . . .		3
FRE 1100	Elementary French I . . . . .	3	
FRE 1101	Elementary French II . . . . .		3
MGF 1113	General Education Math I . . . . .	3	
SOC 1200	Physical Education . . . . .	1	1
POS 1001*	Introduction to the Social Sciences . . . . .	3	
	Introduction to Political Science . . . . .		3
	Elective . . . . .		3
		16	16

#### **SOPHOMORE YEAR**

ART 2510	Painting Composition I . . . . .	3
ARH 2050	History of Art I . . . . .	3
ARH 2051	History of Art II . . . . .	3
LIT 2215	World Literature to 1600 . . . . .	3
HES 1000**	Perspectives on Healthful Living . . . . .	2
WOH 1012	Ancient & Medieval Civilizations . . . . .	3
REL 1210	The Old Testament . . . . .	3
REL 1243	The New Testament . . . . .	3
	Science . . . . .	3
	Elective . . . . .	1
		15
		15

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

### **FINE ARTS (A.A. 01-006)**

This program is designed to prepare students for advanced work at a university or art institute as painters, sculptors, or printmakers.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design I . . . . .	3	
ART 1300	Drawing I . . . . .	3	
ART 1301	Drawing II . . . . .		3
ART 1202	Design II . . . . .		3
ENC 1103	Freshman Communications I . . . . .	3	
ENC 1136	Freshman Communications II . . . . .		3
MGF 1113	General Education Math I . . . . .	3	
SOC 1200	Physical Education . . . . .	1	1
POS 1001*	Introduction to the Social Sciences . . . . .	3	
	Introduction to Political Science . . . . .		3
	Elective . . . . .		3
		16	16

\*POS 2041 or AMH 2010 may be substituted.

**SOPHOMORE YEAR**

RT 2510	Painting Composition I .....	3
RT 2302	Drawing III .....	3
RT 2520	Painting Composition II .....	3
RT 1203 or	Design III .....	3
RT 2310	Drawing IV .....	(3)
RH 2050	History of Art I .....	3
RH 2051	History of Art II .....	3
NL 2015	English Literature to 1660 .....	3
ES 1000**	Perspectives on Healthful Living .....	2
	Science .....	3
	General Education Elective .....	4
		17
		16

HES 2121 may be substituted.

**INTERIOR DESIGN (A.A. 01-005)**

This program is designed to prepare the potential Interior Designer for advanced work at a university leading to a bachelor's degree in Interior Design.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
RT 1305	Freehand Perspective Drawing .....	2	
RT 1201	Design I .....	3	
RT 1300	Drawing I .....		3
RT 1202	Design II .....		3
ID 1012	Basic Interior Design .....		3
NC 1103	Freshman Communications I .....	3	
NC 1136	Freshman Communications II .....		3
GF 1113	General Education Math I .....	3	
	Physical Education .....	1	1
OC 1200	Introduction to the Social Sciences .....	3	
OS 1001*	Introduction to Political Science .....		3
	General Education Elective .....	2	
		17	16

**SOPHOMORE YEAR**

RT 2010	Ceramics I .....	2
ART 1100	Arts and Crafts I .....	3
RT 2510	Painting Composition I .....	3
ND 2010	Practical Applications in Interior Design .....	3
RH 2050	History of Art I .....	3
RH 2051	History of Art II .....	3
	Literature .....	3
HES 1000**	Perspectives on Healthful Living .....	2
	Science .....	3
	General Education Elective .....	4
		18
		14

\*POS 2041 or AMH 2010 may be substituted.

\*HES 2121 may be substituted.

**INTERIOR DESIGN—TECH (A.S. 01-012)**

This program is designed to provide sufficient training in Interior Design that the graduate of the two-year program at the junior college will have the necessary skills to gain employment in the Interior Design field.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1305	Freehand Perspective Drawing.....	2	
ART 1201	Design I .....	3	
ARV 1100	Photography I.....		2
ARH 1000	Art Appreciation .....	3	
ART 1202	Design II.....		3
ART 1300	Drawing I .....		3
IND 1012	Basic Interior Design .....		3
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001*	Introduction to Political Science.....		3
	Elective .....	1	
		15	17

**SOPHOMORE YEAR**

ART 1100	Arts and Crafts I.....	3	
ART 1110	Ceramics I .....	2	
ART 1203	Design III .....		3
IND 1013	History of Furniture .....		3
IND 2010	Practical Application in Interior Design .....	3	
ART 2130	Fabric Design and Weaving .....		3
IND 2011	Business Procedures for Interior Designs .....		3
MAR 2101	Salesmanship .....		3
HES 1000**	Perspectives on Healthful Living .....	2	
	Physical Education .....	1	1
	Electives .....		3
		14	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

**PHTOTOGRAPHY (A.A. 01-004)**

This program is designed to provide students with necessary skills and knowledge to enter the photographic industry after two years of training, or continue their education at a university. Students may earn a nondegree technical certificate in photography by completing ARV 1100, ARV 1101, ARV 2105, and ARV 2214. Students who want an A.S. degree and do not plan to transfer to a university may substitute other courses for the English, Literature and Science requirements.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design I .....		3
ART 1300	Drawing I .....	3	
RV 1100	Photography I.....	2	
NC 1103	Freshman Communications I.....	3	
NC 1136	Freshman Communications II .....		3
RV 1101	Photography II .....		3
GF 1113	General Education Math I .....		3
	Physical Education.....	1	1
OC 1200	Introduction to the Social Sciences.....	3	
OS 1001*	Introduction to Political Science.....		3
	General Education Electives .....	4	
		16	16

**SOPHOMORE YEAR**

ES 1000**	Perspectives on Healthful Living .....	2
RV 2105	Dye Transfer Photography .....	3
RH 2050	History of Art I .....	3
RH 2051	History of Art II.....	3
RV 2214	Photo-screen Printing .....	3
	Literature.....	3
	Science .....	3
	General Education Elective .....	4
	Art Electives .....	6
		15
		18

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

**COURSE DESCRIPTIONS**

All students majoring in Art should compile a portfolio which will contain examples of their best work from each art course. Determination of best works should be made while enrolled in a course and in consultation with the instructor. Students are usually required to submit portfolios of their work when seeking admission to a university or employment in a studio or agency.

**Architecture****RC 1120 ARCHITECTURAL DRAWING**

(Prerequisite: ART 1305) A beginning course in instrumental drawing with emphasis on development of techniques necessary to present clear and precise solutions to basic architectural problems. Orthographic projection, perspective and architectural shades and shadows are covered. 1-4-3\* (offered Winter term)

**Art History****RH 1000 ART APPRECIATION**

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3\* (offered Fall & Winter terms)

## **Art**

### **ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)**

A survey of the galleries and historic sites of foreign countries. It will consist of a planned tour with a series of lectures before departure. Three hours credit. (offered Spring term)

### **ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)**

Same as ARH 1955 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit. (offered Spring term)

### **ARH 2050 HISTORY OF ART I**

Critical analysis of major works of art from prehistoric world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\* (offered Fall term)

### **ARH 2051 HISTORY OF ART II**

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\* (offered Winter term)

## **Art**

### **ART 1100 ARTS AND CRAFTS I**

A survey of the field of Arts and Crafts as it pertains to recreational leadership, mental health programs, occupational therapy, and education students. Students will learn the use of power and hand tools and will create projects in clay, wood, paper, fibers, and metal. 2-2-3\* (offered Fall & Winter terms)

### **ART 1101 ARTS AND CRAFTS II**

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the students' individual needs. 2-2-3\* (offered Winter term)

### **ART 1110 CERAMICS I**

This course introduces the basic methods of ceramic production in hand building and wheel throwing. Techniques of glazing will be introduced. 1-3-2\* (offered Fall and Winter terms)

### **ART 1111 CERAMICS II**

(Prerequisite: ART 1110) A continuation of the ceramics unit introduced in ART 1110. Kiln stacking and firing are required and glaze formulation is continued on an individual basis. 1-3-2\* (offered Winter term)

### **ART 1155 ENAMELING AND JEWELRY**

This course presents to the beginning craftsman the most practical and contemporary methods of making hand-made jewelry. The historical approaches to designing will be presented as well as technical skills in handling metal and gem stones. (Basic techniques covered will include soldering, annealing, pickling, filing, drilling, bezeling, polishing and buffing, inlay, enameling and casting.) 1-3-2\* (offered Winter term)

### **ART 1201 DESIGN I**

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the elements and principles of design and a technical skill in handling the tools of art. 1-4-3\* (offered Fall & Winter terms)

### **ART 1202 DESIGN II**

(Prerequisite: ART 1201) Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1-4-3\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours

**1203 DESIGN III**

(Prerequisite: ART 1201) Further exploration of the visual principles and elements with emphasis on the third dimension. A wide variety of appropriate materials will be used. 1-4-3\* (offered Winter term)

**1230 ADVERTISING DESIGN I**

(Prerequisite: ART 1201) Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3\* (offered Fall term)

**1300 DRAWING I**

A basic course in drawing with emphasis on composition and two-dimensional illusion of space and form. Still life is the primary subject matter and students work in various media. 1-4-3\* (offered Fall & Winter terms)

**1301 DRAWING II**

(Prerequisite: ART 1300) A continuation of ART 1300, using the figure as subject matter. 1-4-3\* (offered Fall & Winter terms)

**1305 FREEHAND PERSPECTIVE DRAWING**

This course emphasizes the development of skills necessary for effective freehand, visual communication in the fields of architecture, interior design, drafting, and related engineering areas. Perspective, scale, proportion, shades and shadows, interior and exterior rendering, and geometric forms related to mechanical design concepts will be covered. 1-3-2\* (offered Fall term)

**2130 FABRIC DESIGN AND WEAVING**

A course in designing and producing fabrics and wall coverings in wood-blocks, batik offset and screenprinting. Students will produce designs for fabrics and rugs from hand looms. A survey of the history of fabrics and fibers is included in the course. 1-4-3\* (offered Fall term)

**2231 ADVERTISING DESIGN II**

(Prerequisite: ART 1230) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\* (offered Winter term)

**2232 ADVERTISING DESIGN III**

(Prerequisite: ART 2231) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\* (offered Winter term)

**2302 DRAWING III**

(Prerequisite: ART 1301) An intermediate drawing course with emphasis on the student's creative expression and development of personal concepts. 1-4-3\* (offered Fall & Winter terms)

**2310 DRAWING IV**

(Co-or prerequisite: ART 2302) An intermediate drawing course with emphasis on drawing for printmaking. Etching and other printmaking processes are used. 1-4-3\* (offered Winter term)

**2510 PAINTING COMPOSITION I**

(Prerequisite: ART 1201 and ART 1300) This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 2-2-3\* (offered Fall & Winter terms)

## **Art**

### **ART 2520 PAINTING COMPOSITION II**

(Prerequisite: ART 2510) This is a continuation of ART 2510. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 2-2-3\* (offered Winter term)

### **ART 1949 CO-OP: ASSIGNMENT IN ART I**

Co-Op Education in Art is a coordinated work-study program which reinforce the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job art assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **ART 2949 CO-OP: ASSIGNMENT IN ART II**

This course is a continuation of ART 1949, 1-10-3\*

## **Arts, Vocational**

### **ARV 1100 PHOTOGRAPHY I**

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures and the application of theory and technique to the making of photographs. Students will be required to furnish photographic film paper, and a camera which permits the manual control of the lens aperture and shutter speed. 1-3-2\* (offered Fall and Winter terms)

### **ARV 1101 PHOTOGRAPHY II**

(Prerequisite: ARV 1100 or permission of instructor) A continuation of ARV 1100 this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. 1-4-3\* (offered Winter term)

### **ARV 1200 GRAPHIC ARTS I**

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. Laboratory exercises include line camerawork on the graphic arts process camera, basic stripping and contact printing techniques. 2-2-3\* (offered Winter term)

### **ARV 1202 TYPOGRAPHY**

This course covers the historical development of printing types, mechanization of typesetting, phototypesetting, computerized typesetting, and photo lettering devices. Copyfitting, type classification and recognition are included. 1-4-3\* (offered Winter term)

### **ARV 1221 PRODUCTION GRAPHICS**

(Prerequisite: permission of instructor) This is a graphic arts course in which students gain professional knowledge and skills through the actual production of a printed publication or other printed matter. Students will be involved with the full spectrum of publication production graphics. Editorial management, design and layout, copy writing, photography, and technical graphic arts will be included, with concentration on the student's area of specialty. 1-4-3\* (offered Fall & Winter terms)

### **ARV 1234 GRAPHIC ARTS II**

(Prerequisite: ARV 1200 or permission of instructor) This course covers process camera procedures used with continuous tone copy and the resultant halftone negative. Laboratory exercises include the preparation of negatives and positives for plate making. 1-4-3\* (offered Fall term)

\*Lecture-Lab-Credit Hours

**RV 1264 GRAPHIC ARTS INDUSTRIES**

An introductory course designed for the student who is considering a career in the graphic arts industry. Students will go on field trips to printing, publishing, and other graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry. 1-4-3\* (offered Fall term)

**RV 2105 DYE-TRANSFER PHOTOGRAPHY**

(Prerequisite: ARV 1100) An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn darkroom techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. 1-4-3\* (offered Winter term)

**RV 2214 SCREEN PRINTING**

An introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction, and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the fine arts. 1-4-3\* (offered Fall term)

**RV 2217 INK AND COLOR**

An introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage, and cost estimating. 1-4-3\* (offered Winter term)

**RV 2222 GRAPHIC ARTS III**

(Prerequisite: ARV 1200 and ARV 1234 or permission of Instructor) This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camera work and stripping. 1-4-3\* (offered Winter term)

**Interior Design****ID 1012 BASIC INTERIOR DESIGN**

A comprehensive survey course where the elements of art are studied as they apply to interiors. Client-designer relationships, interiors relating to the architecture and the surrounding community, knowledge of the fibers and fabric construction, study of period furniture and eclectic combinations are all part of the course. The student will render two and three dimensional projects. 3-0-3\* (offered Fall & Winter terms)

**ID 1013 HISTORY OF PERIOD FURNITURE**

A course designed to provide knowledge of the development of furniture throughout history. It will enhance the ability to recognize and use eclectic combinations in the homes of today. This will include the study of fabrics, accessories and architectural details. Each student will assemble a comprehensive notebook combining renderings and photographs. 3-0-3\* (offered Winter term)

**ID 2010 PRACTICAL APPLICATIONS IN INTERIOR DESIGN**

The purpose of this course is to develop in the student the ability to plan interiors functionally, from a blueprint to the final assembly of all furnishings. Included will be a study of the relationships between measuring and handling materials, and purchasing and cost estimation. This course gives advanced training to students in the field or planning an immediate entry into the profession. 3-0-3\* (offered Fall term)

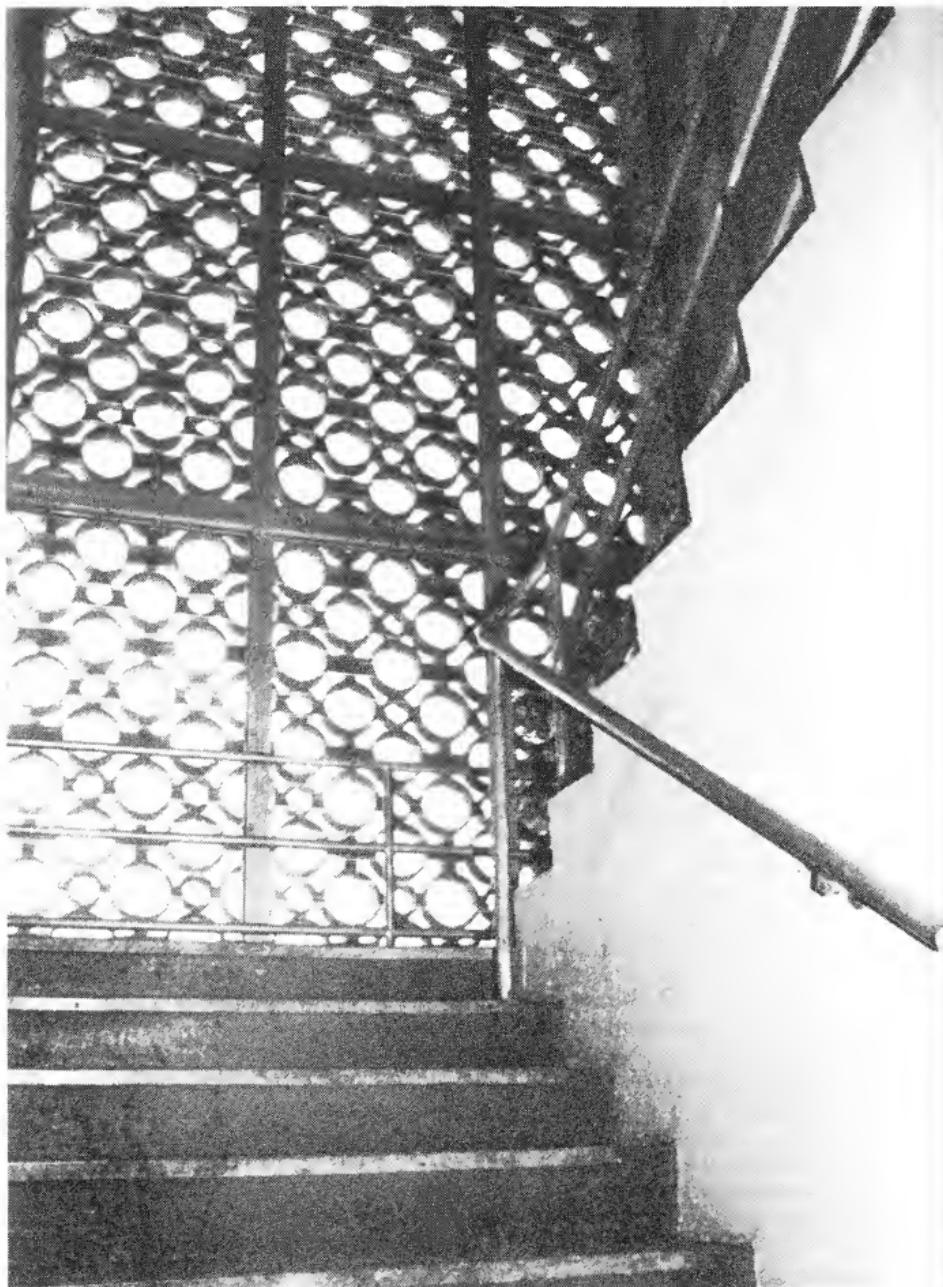
Lecture-Lab-Credit Hours

## Art

### **IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS**

This covers business processes such as contracts, pricing, profits and invoicing as they relate to the interior design profession. The course will include a study of ethical practices in designer-client relationships, and students will visit interior design studios in the area. 3-0-3\* (offered Winter term)

\*Lecture-Lab-Credit Hours



# **Business**

**ACULTY:** N. Smith (Chairperson), Batson, Beedy, Boorman, Davis, Franklin, Wm. Graham, Ledbetter, McAliley, Peterson, S. Smith, Steckler. PBJC North, Holloway. PBJC Glades, Painter. PBJC South, Weatherly

**HOME ECONOMICS:** Ambrosio, Prentice

**HOTEL-FOOD SERVICE MANAGEMENT:** Rive

**TAILING, SALES AND MARKETING:** Suttle, Widdows

**MAJORS:** Accounting, Banking, Business Administration (Univ. Parallel), Business Teacher, Clerical Practice, Clothing and Textiles, Computer Science, Computer Technology, Dietetics, Economics, Executive Secretary, Fashion, Food Service Management, General Business (Tech), General Home Economics, Home Economics Teacher, Hotel-Food Service, Hotel-Motel Management, Insurance, International Trade, Legal Assistant, Legal Secretary, Management, Medical Secretary, Purchasing Management, Real Estate, Retailing (Management and Merchandising), Sales and Marketing.

**COURSES PREFIXES:** ACC, BAN, BUL, COA, COE, CTE, DIE, ECO, FIN, FSS, HFT, HUN, MAN, MAR, MKA, MTB, REE, RMI, SES.

**ROGRAMS:** All students planning to complete a four-year Baccalaureate Degree in some business specialty should follow the Business Administration (A.A.) curriculum. Electives in this cirriculum may be selected in the student's specialty as approved by the student's academic advisor.



## **Business**



### **BUSINESS ADMINISTRATION (A.A. 03-052)**

This curriculum is to be followed by the student who plans to work for the bachelors degree in Accounting, Business Administration, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Hotel-Food Service, and Sales and Marketing.

### **GENERAL EDUCATION AND GRADUATION REQUIREMENTS**

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	-Freshman Communications I.....	3
ENC 1136	- Freshman Communications II .....	3
MAC 1104	-College Algebra..... Science .....	3 6
SOC 1200	-Introduction to the Social Sciences.....	3
POS 1001*	Introduction to Political Science.....	3
MAN 1700	-Introduction to Business.....	3
ACC 1001	Principles of Accounting I.....	3
ACC 1021	Principles of Accounting II .....	3
ECO 2013	Principles of Economics I.....	3
ECO 2023**	Principles of Economics II .....	3
COC 1110	Intro. to Computers .....	3
STA 2014	Literature.....	3
SPC 1600	Statistics .....	3
	Fundamentals of Speech .....	3
	Physical Education.....	2
ARH 1000 or MUL 1011	Art Appreciation .....	3
HES 1000***	-Music Appreciation .....	(3)
	Perspectives on Healthful Living .....	2
	General Education Electives .....	7
		62

### **ELECTIVES**

Business Electives should be selected only after you have examined the catalog of the upper division college you plan to attend and have had them approved by your academic advisor.

\*POS 2041 or AMH 2010 may be substituted.

\*\*ECO 2013-ECO 2023 considered Social Science for General Education purposes.

\*\*\*HES 2121 may be substituted.

**Business****RANKING (A.S. 03-075)****FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
CC 1001	Principles of Accounting I.....	3
CC 1021	Principles of Accounting II.....	3
AN 1303	Savings and Time Deposits .....	3
AN 1240	Installment Credit .....	3
JL 1658	Law and Banking .....	3
N 1230	Money and Banking .....	3
AN 1110	Principles of Bank Operations.....	3
CO 2000	Introduction to Economics .....	3
NC 1103	Freshman Communications I.....	3
DC 1200	Introduction to the Social Sciences .....	3
	Physical Education .....	2
		<u>32</u>

**SOPHOMORE YEAR**

AN 2200	Credit Administration.....	3
AN 2230	Bank Investments.....	3
AN 2342	Supervision & Personnel Administration .....	3
ES 1000*	Perspectives on Healthful Living .....	2
DS 2041	American National Government .....	3
PC 1600	Fundamentals of Speech .....	3
	**Electives .....	<u>13</u>
		<u>30</u>

HES 2121 may be substituted.

Approved electives: MAN 1701, BAN 2720, BAN 2150, BAN 2400, BAN 2120, SPC 1601, PSY 2012, ENC 1136.

Requirements are met as specified in the AIB catalog, certificates may be awarded members of the American Institute of Banking. A "C" average is required for any Institute Certificate and graduation.

**BUSINESS EDUCATION TEACHER (A.A. 03-056)**

This curriculum is the planned sequence for the sophomore and freshman years for those students going on to the university to complete the requirements for the bachelors degree in business education.

**FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
CC 1001	Principles of Accounting I.....	3
CC 1021	Principles of Accounting II.....	3
ES 1210	Beginning Shorthand.....	3
ES 1211	Dictation & Transcription .....	3
ES 1100	Beginning Typewriting .....	3
ES 1110*	Intermediate Typewriting .....	3
NC 1103	Freshman Communications I.....	3
NC 1136	Freshman Communications II .....	3
ES 1000**	Perspectives on Healthful Living .....	2
	Physical Education .....	2
ES 1330	Business English .....	<u>3</u>
		<u>31</u>

Students who qualify to go into SES 1211 and SES 1110 may substitute electives approved by the Business Advisor.

HES 2121 may be substituted.

## **Business**

### **SOPHOMORE YEAR**

ARH 1000 or MUL 1011	Art Appreciation .....	3
BUL 2111	Music Appreciation .....	(3)
SES 2335	Business Law.....	3
	Business Communications .....	3
	Literature.....	3
MGF 1113	General Education Math I .....	3
	Science .....	6
POS 1001***	Introduction to Political Science.....	3
SOC 1200	Introduction to the Social Sciences.....	3
	Electives .....	6
		<hr/>
		33

\*\*\*POS 2041 or AMH 2010 may be substituted.

### **CLERICAL PRACTICE (A.S. 03-066)**

The purpose of this curriculum is to prepare the student for employment as clerk typist.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	Freshman Communications I.....	3
MAN 1700	Introduction to Business.....	3
MTB 1103	Business Mathematics .....	3
	Physical Education.....	2
POS 1001**	Introduction to Political Science.....	3
SES 1100*	Beginning Typewriting .....	3
SES 1110	Intermediate Typewriting .....	3
SES 1330	Business English .....	3
SOC 1200	Introduction to the Social Sciences.....	3
	Electives .....	6
		<hr/>
		32

### **SOPHOMORE YEAR**

ACC 1880	Bookkeeping .....	3
HES 1000***	Perspectives on Healthful Living .....	2
SES 1401	Clerical Office Practice .....	3
SES 2120	Advanced Typewriting.....	3
SES 2361	Machine Transcription.....	3
SPC 1600	Fundamentals of Speech .....	3
	Electives .....	13
		<hr/>
		30

\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from SES 1100.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*HES 2121 may be substituted.

### **FOOD SERVICE MANAGEMENT AND DIETARY TECHNOLOGY (A.S. 03-068)**

A four-semester program to provide instruction in all areas of food service with special emphasis on hospital and nursing home food service. Employment opportunities are excellent, since Palm Beach County's population is expanding rapidly.

Please see academic counselors or catalog supplement for program.

**EXECUTIVE SECRETARY (EXECUTIVE, LEGAL, OR MEDICAL) (A.S. 03-058)**

The student is trained to do top-level secretarial work. Speed goals are set for 120 words a minute in dictation, 65 words a minute in typewriting, and 40 words a minute in transcribing. The complete program has as its goal an informed, knowledgeable and skilled secretary.

**FRESHMAN YEAR - First Semester**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
NC 1103	Freshman Communications I.....	3
ES 1000***	Perspectives on Healthful Living .....	2
	Physical Education.....	1
ES 1100 or ES 1110**	Beginning Typewriting .....	3
ES 1210* or ES 1211	Intermediate Typewriting.....(3) Beginning Shorthand.....	3
OC 1200	Dictation and Transcription .....	(3)
	Introduction to the Social Sciences.....	3
		<hr/>
		15

**FRESHMAN YEAR - Second Semester**

TB 1103	Business Mathematics .....	3
ES 1110 or ES 2120	Physical Education.....	1
	Intermediate Typewriting .....	3
ES 1211 or ES 2248****	Advanced Typewriting .....	(3)
ES 1211 or ES 2248****	Dictation and Transcription .....	3
ES 1330	Special Legal/Medical Dictation and Transcri... (3)	
ES 1401	Business English .....	3
	Clerical Office Practice .....	3
		<hr/>
		16

**SOPHOMORE YEAR - First Semester**

CC 1880	Bookkeeping .....	3
PC 1600	Fundamentals of Speech .....	3
ES 1949	CO-OP: Office Education I .....	3
ES 2335	Business Communications .....	3
ES 2361	Machine Transcription.....	3
		<hr/>
		15

**SOPHOMORE YEAR - Second Semester**

UL 2111	Business Law I.....	3
OS 1001*****	Introduction to Political Science.....	3
ES 1402	Secretarial Office Procedures.....	3
ES 2949	CO-OP: Office Education II.....	3
	Electives .....	4
		<hr/>
		16

\* Students enrolled in SES 1210 must be able to type at least 35 WPM or be enrolled in Intermediate Typing.

\*\* Students who qualify for SES 1211 or SES 1110 may substitute an elective approved by Business Advisor.

\*\*\* HES 2121 may be substituted.

\*\*\*\* Legal and medical secretaries substitute SES 2248 for SES 1211. Students must have two semesters of shorthand, unless they can take dictation at 60 WPM; then they should take only Intermediate Shorthand or Special Legal/Medical. If they are unable to take dictation at 60 WPM, they should take both Beginning and Intermediate or Special.

\*\*\*\*\*POS 2041 or AMH 2010 may be substituted.

## **Business**



### **FASHION (A.S. 03-073)**

This curriculum is for students who will, after two years, enter careers in fashion design, custom dressmaking, fabrics and fashion promotion, or clothing management specialist.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
CTE 1310	Elements of Clothing Construction .....	3	
CTE 1743	Creative Pattern Making I .....	3	
CTE 1744	Creative Pattern Making II.....		3
CTE 2200	Costume Selection.....	3	
CTE 2430	Advanced Clothing Construction .....		3
CTE 2514	Fashion History .....		3
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II.....		3
SOC 1200	Physical Education.....		1
	Introduction to the Social Sciences .....		3
		15	16

#### **SOPHOMORE YEAR**

ART 1201	Design I .....	3	
CTE 1705	Fashion Theory .....	3	
CTE 1731	Trade Sketching .....		3
CTE 1949	CO-OP: Home Economics I .....	3	
CTE 2745	Fashion Design—Draping.....	3	
CTE 2949	CO-OP: Home Economics II .....		3
HES 1000*	Perspectives on Healthful Living .....		2
MKA 1411	Textiles .....	3	
	Physical Education.....	1	
POS 1001**	Introduction to Political Science.....		3
	Elective*** .....		4
		16	15

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*ART 1202, ART 1300, ART 1301, ACC 1001, MAN 2770, MKA 1402.

**Business****FASHION DESIGN AND FASHION MERCHANDISING (A.A. 03-507)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in clothing textiles, fashion merchandising, fashion design, and fashion promotion.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
RT 1201	Design I .....	3
TE 1310	Elements of Clothing Construction .....	3
NC 1103	Freshman Communications I.....	3
NC 1136	Freshman Communications II .....	3
GF 1113	General Education Mathematics I .....	3
KA 1411	Textiles .....	3
	Physical Education.....	2
OS 1001*	Introduction to Political Science.....	3
OC 1200	Introduction to the Social Sciences.....	3
	Science .....	7
		33

**SOPHOMORE YEAR**

CC 1001	Principles of Accounting I.....	3
RH 1000	Art Appreciation .....	3
TE 1949	CO-OP: Home Economics I .....	3
TE 2200	Costume Selection.....	3
TE 2340	Advanced Clothing Construction .....	3
TE 2949	CO-OP: Home Economics II .....	3
CO 2013	Principles of Economics I .....	3
ES 1000**	Perspectives on Healthful Living .....	2
	Literature.....	3
	Elective*** .....	3
		29

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

\*\*\*PSY 2012, SPC 1600, ART 1202, ACC 1021, ECO 2013 are recommended electives.

**FASHION MERCHANDISING (A.S. 03-055)**

This curriculum is designed to stress the basics of merchandising, the role of a buyer and buying principles. Emphasis is on coordination and fashion, buying habits, the motivation of consumers in terms of implications for retail buying.

**FRESHMAN YEAR - First Semester**

COURSE	TITLE	SEMESTER HOURS CREDIT
NC 1103	Freshman Communications I.....	3
MAR 1151***	Retail Management .....	3
MAR 2101	Salesmanship .....	3
MKA 1402	Fashion Merchandising.....	3
MKA 1949A	CO-OP: Merchandising I .....	3
	Physical Education.....	1
		16

**FRESHMAN YEAR - Second Semester**

MAR 1311	Advertising .....	3
MAR 2011	Marketing .....	3
MKA 1161	Product Merchandising.....	3
MKA 1411	Textiles .....	3
MKA 1949B	CO-OP: Merchandising II .....	3
	Physical Education.....	1
		16

\*\*Title was formerly Introduction to Retailing.

## **Business**

### **SOPHOMORE YEAR - First Semester**

MAN 2100	Human Relations.....	3
MAN 2800	Small Business Management .....	3
MKA 2949A	CO-OP: Merchandising III .....	3
MTB 1103	Business Mathematics .....	3
SOC 1200	Introduction to the Social Sciences.....	3
		<u>15</u>

### **SOPHOMORE YEAR - Second Semester**

ACC 1880	Bookkeeping .....	3
HES 1000*	Perspectives on Healthful Living .....	2
MKA 2949B	CO-OP: Merchandising IV.....	3
POS 1001**	Introduction to Political Science.....	3
	Business Elective .....	4
		<u>15</u>

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

### **GENERAL BUSINESS (A.S. 03-057)**

This is a two-year program for the student who wants two years of preparation for business with a minimum of general education, and the opportunity to explore the fields of vocational interest.

COURSE	TITLE	SEMESTER HOURS
ENC 1103	Freshman Communications I.....	3
ENC 1136 or ENC 1313	Freshman Communications II .....	3
HES 1000*	Technical Writing .....	(3)
	Perspectives on Healthful Living .....	2
	Physical Education.....	2
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001**	Introduction to Political Science.....	3
	Business Electives .....	46
		<u>62</u>

**NOTE:** Electives may be selected from the broad field of Business and Data Processing offerings to meet the needs and interests of the student with the approval of the Business Advisor.

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

### **GENERAL HOME ECONOMICS (A.S. 03-072)**

These courses are recommended for those students seeking an Associate in Science degree and terminating their college work upon graduating with this degree at PBJC.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
CTE 1310	Elements of Clothing Construction .....	3
CTE 1743	Creative Pattern Making I .....	3
CTE 1949	CO-OP: Home Economics I .....	3
CTE 2340	Clothing Construction .....	3
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
FSS 1210	Food for the Family.....	3
HUN 1201	Elements of Nutrition.....	3
POS 1001*	Introduction to Political Science.....	3
SOC 1200	Introduction to the Social Sciences.....	3
		<u>30</u>

\*POS 2041 or AMH 2010 may be substituted.

**Business****SOPHOMORE YEAR**

A 1100	Consumer Education .....	3
E 1744	Creative Pattern Making II.....	3
E 2200	Costume Selection.....	3
E 2949	CO-OP: Home Economics II .....	3
S 1000**	Perspectives on Healthful Living .....	2
KA 1411	Textiles .....	3
Y 2012	Physical Education.....	2
C 1600	General Psychology.....	3
	Fundamentals of Speech .....	3
	Electives*** .....	7
		32

\*HES 2121 may be substituted.

Recommended electives depending on individual student's goals:

MAN 2100, MAN 1700, IND 2010, IND 2011, ACC 1001, SES 1100,  
EGC 2120, MAN 2800, MAF 2001, FSS 1112, MAR 2011, MAR 1311.**HOME ECONOMICS (A.A. 03-501)**

s suggested curriculum provides university parallel courses to meet the needs of  
 dents who are interested in university preparation for professional positions in  
 id development, dietetics, home and family life, teaching, foods and nutrition,  
 thing textiles, and in other related areas.

**FRESHMAN YEAR**

OURSE	TITLE	SEMESTER HOURS CREDIT	
E 1312	Elements of Clothing Construction .....	3	
C 1103	Freshman Communications I.....	3	
C 1136	Freshman Communications II .....	3	
S 1210	Food for the Family.....	3	
UN 1210	Elements of Nutrition.....	3	
GF 1113	General Education Mathematics I .....	3	
	Physical Education.....	2	
S 1001*	Introduction to Political Science.....	3	
	Science .....	7	
OC 1200	Introduction to the Social Sciences .....	3	
		33	

**SOPHOMORE YEAR**

RH 1000	Art Appreciation .....	3
DA 1100	Consumer Education .....	3
E 2200	Costume Selection.....	3
TE 2340	Advanced Clothing Construction .....	3
TE 2949	CO-OP: Home Economics II .....	3
CO 2013	Principles of Economics I .....	3
ES 1000**	Perspectives on Healthful Living .....	2
	Literature.....	3
SY 2012	General Psychology.....	3
	Elective*** .....	3
		29

\*POS 2041 or AMH 2010 may be substituted.

\*HES 2121 may be substituted.

\*ART 1201, MAF 2001, MAN 1700, MKA 1411, PHI 1000, SPC 1600 may be  
 elected according to student's interests.

ost universities require consumer education and economics for home economic ma-  
 rs in the core curriculum for professional areas listed above.

## **Business**

### **HOSPITALITY MANAGEMENT (A.S. 03-060)**

This curriculum is a midmanagement program. The curriculum provides both theoretical and a practical approach. Laboratory experience and training in hotel motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the food lodging industry.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
FSS 2221	Quantity Food Composition and Preparation .....	3
HES 1000*	Perspectives on Healthful Living .....	2
HFT 1000	Introduction to the Hospitality Business .....	3
HFT 1949	CO-OP: Hotel-Food Service Management I.....	4
HFT 2410	Hotel Front Office Procedures and Management ...	3
HUN 1201	Elements of Nutrition.....	3
POS 1001**	Physical Education.....	2
	Introduction to Political Science.....	3
		29

#### **SOPHOMORE YEAR**

ACC 1880	Bookkeeping .....	3
FSS 2100	Purchasing Management .....	3
FSS 2251	Operational Procedures of Quantity Food Service ..	3
FSS 2500	Food and Beverage Control .....	2
HFT 2220	Personnel Mgmt. Practices in the Hospitality Bus ..	3
HFT 2949	CO-OP: Hotel-Food Service Management II .....	4
MAN 2000	Principles of Management .....	3
MAN 2100	Human Relations in Business .....	3
	Business Administration Electives .....	9
		33

\*HES 2121 may be substituted.

\*\*AMH 2010 may be substituted.

### **INSURANCE (A.S. 03-504)**

#### **Chartered Life Underwriter Option**

The CLU option is designed to give the student an insight into the general fields of knowledge related to the insuring of human life and a thorough knowledge of health insurance, life insurance, and related subject areas. A student who completes the program should have the capacity for applying this knowledge to actual family and business situations. Successful completion of a course will entitle the student to apply to the American College for that CLU examination. Students interested in CLU should take the following courses\*:

COURSE	TITLE	SEMESTER HOURS CREDIT
ACC 2009	Accounting and Finance .....	3
ACC 2509	Income Taxation .....	3
ECO 2005	Economics .....	3
FIN 2110	Investments and Family Financial Management ..	3
RMI 2110	Economic Security and Individual Life Insurance ..	3
RMI 2130	Group Insurance and Social Insurance.....	3
RMI 2150	Pension Planning .....	3
RMI 2320	Business Insurance .....	3
RMI 2430	Life Insurance Law and Mathematics .....	3
RMI 2800	Estate Planning and Taxation .....	3
		30

## Chartered Property Casualty Underwriter Option

CPCU option focuses on risk management techniques, analysis of all types of insurance contracts, coverage provided by many property-liability contracts, management of loss exposures through applications of loss control and loss financing techniques, organizational structure in the insurance industry, economic, legal, financial, social ramifications of insurance, and the nature of professionalism as a framework for business practice. Successful completion of a course will entitle the student to apply to the Insurance Institute of America for that CPCU examination. Students interested in property and casualty insurance should take the following courses\*:

URSE	TITLE	SEMESTER HOURS CREDIT
I 1010	Principles of Risk Management and Insurance .....	3
I 1782	Personal Risk Management and Insurance.....	3
I 1783	Commercial Property Risk Management and Insurance .....	3
I 1784	Commercial Liability Risk Management and Insurance .....	3
I 2050	Economics .....	3
I 2750	Accounting and Finance .....	3
I 2780	Insurance Issues and Professional Ethics.....	3
I 2785	Insurance Company Operations.....	3
I 2786	The Legal Environment of Insurance.....	3
I 2787	Management—Insurance Personnel.....	3
		<hr/> 30

See Core Classes which follow.

These courses are to be completed by the student enrolled in either CLU or CPCU:

URSE	TITLE	SEMESTER HOURS CREDIT
C 1103	Freshman Communications I.....	3
C 1136*	Freshman Communications II .....	3
or		
C 1313	Technical Writing .....	(3)
S 1000	Perspectives on Healthful Living .....	2
C 1104	College Algebra.....	3
or		
B 1103	Business Mathematics .....	(3)
	Physical Education.....	2
S 2041**	American National Government .....	3
C 1200	Introduction to the Social Sciences .....	3
C 1600	Fundamentals of Speech .....	3
	Electives*** .....	<hr/> 10
		<hr/> 32

If student plans to attend university, select ENC 1136.

POS 1001 or AMH 2010 may be substituted.

If student plans to complete PBJC's general education requirements, elect 6 hours of humanities, 6 hours of science, and 6 hours of approved courses for general education.

**NOTE:** Individuals who have credit for passing one or more CLU examinations meeting the requirements of the American College will receive credit for each examination passed. Credit would be granted to the student for courses listed above.

Individuals who have credit for passing one or more CPCU examinations meeting the requirements of the Insurance Institute of America will receive credit for each examination passed. Credit would be granted to the student for courses listed above.

## **Business**

### **LEGAL ASSISTANT (A.S. 03-505)**

#### **FRESHMAN YEAR - Fall Term**

COURSE	TITLE	SEMESTER HOURS CREDIT
BUL 2111	Business Law I.....	3
ENC 1103	Freshman Communications I.....	3
LEA 1011	Legal Writing and Research.....	3
SES 1110	Intermediate Typewriting .....	3
SOC 1200	Introduction to the Social Sciences.....	3
SPC 1600	Fundamentals of Speech .....	3
		<hr/>
		18

#### **FRESHMAN YEAR - Winter Term**

BUL 2112	Business Law II .....	3
ENC 1136	Freshman Communications II .....	3
LEA 1101	Litigation .....	3
MTB 1103	Business Mathematics .....	3
	Physical Education.....	1
POS 2041*	American National Government .....	3
		<hr/>
		16

#### **SOPHOMORE YEAR - Fall Term**

ACC 1001	Principles of Accounting I.....	3
LEA 2151	Torts .....	3
LEA 2401	Law Office Management .....	3
REE 1001	Real Estate Principles and Practices - BRE I .....	4
SES 1401	Clerical Office Practice .....	3
		<hr/>
		16

#### **SOPHOMORE YEAR - Winter Term**

ACC 1021	Principles of Accounting II .....	3
HES 1000	Perspectives on Healthful Living .....	2
LEA 2211	Wills, Estates and Trusts .....	3
LEA 2501	Laws of Domestic Relations } Select two .....	(3)
LEA 2721	Federal Income Tax Law } .....	3
LEA 2411	Legal Ethics .....	1
	Physical Education.....	1
PHI 1100	The Art of Thinking .....	3
		<hr/>
		16

\*POS 1011 may be substituted.



**MARKETING/MANAGEMENT (A.S. 03-062)**

This curriculum is designed to give the student meaningful classroom theory in management and marketing and to relate their course content to practical application.

**FRESHMAN YEAR - First Semester**

COURSE	TITLE	SEMESTER HOURS CREDIT
C 1103	Freshman Communications I.....	3
R 1151*	Retail Management .....	3
R 2011	Principles of Marketing .....	3
KA 1949A	CO-OP: Merchandising I.....	3
CB 1103	Business Mathematics .....	3
		<hr/> 15

**FRESHMAN YEAR - Second Semester**

CC 1880**	Bookkeeping .....	3
IC 1136	Freshman Communications II .....	3
AN 2000	Principles of Management .....	3
AR 2101	Salesmanship .....	3
KA 1949B	CO-OP: Merchandising II .....	3
		<hr/> 15

**SOPHOMORE YEAR - First Semester**

BU 1100	Basic Writing for Mass Communications .....	3
AN 2100	Human Relations.....	3
AR 1311	Advertising/Public Relations .....	3
KA 2949A	CO-OP: Merchandising III .....	3
DC 1200	Physical Education .....	1
	Introduction to the Social Sciences .....	3
		<hr/> 16

**SOPHOMORE YEAR - Second Semester**

AN 2800	Small Business Management .....	3
HT 1210	Principles of Group Dynamics.....	3
KA 2949B	CO-OP: Merchandising IV .....	3
OS 1001***	Physical Education .....	1
	Introduction to Political Science.....	3
	Elective .....	3
		<hr/> 16

\*Title was formerly Introduction to Retailing.

\*ACC 1001 or ACC 1021 may be substituted.

\*SOC 2000 or PSY 2012 may be substituted.

**COURSE DESCRIPTIONS****Accounting****CC 1001 PRINCIPLES OF ACCOUNTING I**

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as part of the course. 3-0-3\* (offered Fall & Winter terms)

## **Business**

### **ACC 1021 PRINCIPLES OF ACCOUNTING II**

(Prerequisite: ACC 1001 or equivalent) This is a continuation of ACC 1001. It is study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. 3-0-3\* (offered Fall & Winter terms)

### **ACC 1880 BOOKKEEPING**

This course is an application of accounting principles to sole proprietorship. examines the basic structure of accounting and of the accounting equation. Each student will complete a practice set in bookkeeping. 3-0-3\*

### **ACC 2409 COST ACCOUNTING**

(Prerequisite: ACC 1021) This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard cost and cost relationships. 3-0-3\* (offered upon demand)

## **Banking**

(Prerequisite: for all Banking Courses: BAN 1110)

### **BAN 1110 PRINCIPLES OF BANK OPERATIONS**

The economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3 (offered Fall & Winter terms)

### **BAN 1121 BANK CARDS**

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. Topics covered are the types of credit cards in use and their functions and histories; the cardholder's profile, attitudes, and behavior and credit-card operations—marketing, authorization, customer service, cost analysis and control, collection policies and procedures and security and fraud. The course also discusses the evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. 3-0-3\* (offered upon demand)

### **BAN 1240 INSTALLMENT CREDIT**

(Prerequisite: BUL 1100 and BAN 1110) Evolution of installment credit, installment credit in commercial banks, qualifications of a good installment credit risk, technique of loan interview and the development of credit information, investigation and the credit decision, installment sale financing, inventory financing (flooring), rate structure and cost analysis, servicing installment credit, collection procedures, business installment credit, special loan programs, advertising and business development, installment credit and your bank. 3-0-3\* (offered upon demand)

### **BAN 1303 SAVINGS AND TIME DEPOSIT BANKING**

The role of savings in the economy, forms of financing savings, interests and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal basis of asset management, asset management policies, operations and control, supervision of financial institution, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3\* (offered upon demand)

\*Lecture-Lab-Credit Hours

**1800 NEGOTIABLE INSTRUMENTS AND THE PAYMENTS MECHANISM**

The objective of this course is to explore the relevant legal implications of normal activities and transactions in bank operations. The treatment is in general terms. It is designed to add knowledge of legal principles and reasoning to the student's understanding and vocational skill and to influence attitudes of bank personnel by providing information about the impact of the law and applicable bank regulations rather than the resolution of legal issues or problems. The aim is to improve understanding of how the law operates within the framework of federal and state banking statutes, court decisions, and administrative regulations. Terminology is designed to avoid misconceptions and legal pitfalls. The course opens with an introduction to the Uniform Commercial Code and the legal framework of the U.S. commercial banking system. Commercial paper from inception through issuance (transfer, negotiation, final payment, and the rights and duties of the parties involved) and checks (kinds, types, environmental characteristics, specific treatment of MICR checks and data processing problems, and the evolving paperless electronic payments mechanism) are covered in detail. Many of the legal situations that occur in the deposit, collection, dishonor and return, payment of checks and other cash items, and the relationship of the various parties in bank collection channels are explored, as are potential legal relationships between a bank and its depositor and some of the legal aspects of other bank service operations. 3-0-3\* (offered upon demand)

**1949 CO-OP: BANKING I**

This is a coordinated work-study course which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job banking assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**2010 FEDERAL RESERVE SYSTEMS**

A study of the history of the Federal Reserve System tracing its origin and the various stages of its historical development. A review of the current era particularly recent international monetary affairs in which the Federal Reserve System has played a role, the International Monetary Fund, more recent economic developments and a study of the goals of American monetary policy. 3-0-3\* (offered upon demand)

**2120 FUNDAMENTALS OF BANK DATA PROCESSING**

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing—services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 3-0-3\* (offered upon demand)

**2150 MARKETING FOR BANKERS**

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3\* (offered upon demand)

## **Business**

### **BAN 2200 CREDIT ADMINISTRATION**

Discussion of policy, the bank credit department, sources of credit information analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to the customers, loans to small business, installment loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3-0-3\* (offered upon demand)

### **BAN 2201 MANAGEMENT OF COMMERCIAL BANK FUNDS**

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Planned to be useful to as many different bankers as possible, it covers a broad range of bank situations and sizes. It opens with a discussion of the overall banking environment, then zeroes in on individual bank environment and discusses various facets of bank operations and their relationships with the funds management functions. The text used for the course was co-authored by a prominent banker and a finance professor. In their view, none of the commercial banking functions can achieve maximum potential profit for the bank unless the funds management function is efficiently planned and executed. Considerable emphasis is placed on the proper organizational format to achieve this potential. 3-0-3\* (offered upon demand)

### **BAN 2204 INTRODUCTION TO COMMERCIAL LENDING**

This course provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics include the commercial loan customer, types of commercial loans, the loan decision process (information gathering, analysis), cost analysis, control and profitability, and the regulatory and legal environment. 3-0-3\* (offered Winter term)

### **BAN 2210 ANALYZING FINANCIAL STATEMENTS**

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by internal comparison, working capital changes-peak debt position, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projection. 3-0-3\* (offered upon demand)

### **BAN 2230 BANK INVESTMENTS**

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety considerations, tax and related considerations, investment policies. 3-0-3\* (offered upon demand)

### **BAN 2400 TRUST FUNCTIONS AND SERVICES**

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-0-3\*

Lecture-Lab-Credit Hours

**N 2700 FINANCING BUSINESS ENTERPRISE**

Business finance in the American economy, basic problems, unincorporated business, the corporation, capitalization, the financial plan, equity capital, creditor capital, intermediate-term capital, short-term credit, sale of common stock to special groups, public issues and direct placement of securities, financial policies-use of securities, working capital and turnover ratios, cash flow and budgets, management and measurement of earnings, surplus and dividends, merger and consolidation, financial strain and business failure, financial readjustments and bankruptcy, reorganization, social aspects of business finance. 3-0-3\* (offered upon demand)

**N 2720 BANK MANAGEMENT**

The nature and objectives of banking, formulations of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3-0-3\*

**BAN 2905 ENTERPRISE IN SOUTHEASTERN FLORIDA I (Institutional Credit Only)**

(Offered subject to permission of department chairperson) This independent study course acquaints the student with some of the factors dominating life in Southeastern Florida. It presents a number of statistical resources and provides opportunity for the student to learn how to use them. 1 credit hour (offered upon demand)

**N 2949 CO-OP: BANKING II**

This course is a continuation of BAN 1949. 1-10-3\*

**N 1230 MONEY AND BANKING**

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3\* (offered upon demand)

W

**JL 1658 LAW AND BANKING**

Formation of contracts, consideration, the statute of frauds, capacity and parties to contract, performance and termination of contracts, defenses, remedies, and damages, quasi-contracts, commercial paper bank deposits and bank collections, sales of personal property, documents of title, secured transactions, agencies, partnerships, corporations personal property, real property, estates and trusts, torts and crimes, miscellaneous (surveyship, bankruptcy, bulk transfers). 3-0-3\* (offered upon demand)

**JL 2111 BUSINESS LAW I**

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3\* (offered Fall & Winter terms)

Lecture-Lab-Credit Hours

See personalized system of instruction in index.

## **Business**

### **BUL 2112 BUSINESS LAW II**

This course is a continuation of BUL 2111 and includes a study of the following principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee business crimes, bankruptcy and creditors. 3-0-3\* (offered Fall & Winter terms)

### **COA 1100 CONSUMER EDUCATION**

Concepts relating to consumer and personal financial decisions. Teaching an individual to think for himself in the marketplace, to recognize and use educational advertising, to spend income to obtain the greatest personal satisfaction, to manage money to attain a particular life style. 3-0-3\* (offered upon demand)

### **COE 2949 CO-OP: SUCCESSFUL EMPLOYABILITY TECHNIQUES**

This course will equip students with the skills and procedures involved in finding full- or part-time employment. The students will develop a resume, letters of applications, interviewing techniques, career goals and objectives and be tested using various occupational and personality tests, to aid in their career choice. 1-0-1\*

## **Clothing and Textiles**

### **CTE 1310 ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3\* (offered upon demand)

### **CTE 1705 FASHION THEORY**

The art principles and elements of design with a theoretical and practical approach as related to wearing apparel. 3-0-3\* (offered upon demand)

### **CTE 1731 TRADE SKETCHING**

Simple method of drawing and coloring apparel design sketches. 3-0-3\* (offered upon demand)

### **CTE 1743 CREATIVE PATTERN MAKING I**

Learning the basic steps in the development of dress patterns by the flat pattern drafting method. Developing the hip length sloper to personal measurements. Designing and making a pattern for a simple basic dress. 3-0-3\* (offered upon demand)

### **CTE 1744 CREATIVE PATTERN MAKING II**

(Prerequisite: CTE 1743) Instruction in the basic principles of draping the basic slopers and the transferring of a muslin into a paper pattern, stressing the importance of accurate pattern construction. A continuation of the drafting and flat pattern method. 3-0-3\* (offered upon demand)

### **CTE 1949 CO-OP: HOME ECONOMICS I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job home economics assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **CTE 2200 COSTUME SELECTION**

A study of the sociological and psychological influences in the evolution of fashion as applied to individual decisions in clothing selection. The course includes figure analysis, personal improvement, wardrobe planning, care and maintenance of clothing. 3-0-3\* (offered upon demand)

### **CTE 2340 CLOTHING CONSTRUCTION**

(Prerequisite: CTE 1310C) This is further application of the sewing principles and techniques as they are used to achieve the custom made look in clothing suitable to the individual. 2-2-3\* (offered upon demand)

\*Lecture-Lab-Credit Hours

**TE 2514 FASHION HISTORY**

Studying trends, line, and design in clothing styles throughout the ages. 3-0-3\* (offered upon demand)

**TE 2745 FASHION DESIGN—DRAPING**

(Prerequisite: CTE 1744) Advanced study of the flat pattern method and draping method in the making of patterns from sketches. Grading of patterns and the beginning of custom tailoring procedures will be introduced. 3-0-3\* (offered upon demand)

**TE 2748 APPLIED FASHION DESIGN**

(Prerequisite: CTE 2745) Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which she sketches, makes the pattern, drapes and constructs. 3-0-3\* (offered upon demand)

**TE 2949 CO-OP: HOME ECONOMICS II**

This course is a continuation of CTE 1949. 1-10-3\*

**Nutrition****DIE 1201 NUTRITION—HEALTH & DISEASE I**

Basic principles of nutrition for students in the nursing program. 2-0-2\* (offered Fall & Winter terms)

**DIE 1202 NUTRITION—HEALTH & DISEASE II**

(Prerequisite: DIE 1201) The study of nutrition in the periods of maternity, infancy, childhood and adolescence. 1-0-1\* (offered Fall & Winter terms)

**Economics****CO 2000 INTRODUCTION TO ECONOMICS**

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and production of the entire economy; banking and the money supply; international trade; current economic problems. 3-0-3\* (offered Fall & Winter terms)

**CO 2013 PRINCIPLES OF ECONOMICS I**

The course deals with the nature and scope of economics. It includes the basic theory of supply and demand, the capitalist system, national income accounting, the business cycle, the theory of determination of national income and employment, money and banking, and problems of economic growth. 3-0-3\* (offered Fall & Winter terms)

**CO 2023 PRINCIPLES OF ECONOMICS II**

(Prerequisite: ECO 2013) This course is a continuation of ECO 2013 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3\* (offered Fall & Winter terms)

**Food Service Systems****SS 1112 FOOD FOR CHILDREN**

Introducing students to the problems involved with feeding children. Emphasizing principles of food preparation, planning menus to meet children's nutritional needs and motivating children to practice good eating habits. 3-0-3\* (offered upon demand)

## **Business**

### **FSS 1170 PRACTICUM: FOODS FOR CHILDREN**

Students enrolled in this course will be responsible for planning, purchasing, preparing and serving lunch to the children in the Center for Early Learning. 0-6 3\* (offered upon demand)

### **FSS 1210 FOOD FOR THE FAMILY**

Principles of food selection, preparation and meal management. Buying food, serving meals and managing time, money and energy in the kitchen. 2-2-3\* (offered upon demand)

### **FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT**

An introduction to managerial techniques in operating a food service establishment. It deals with historically significant developments, basic principles, and fundamental processes underlying food preparation, service, and other operational procedures. 3-0-3\* (offered Fall & Winter terms)

### **FSS 2100 PURCHASING MANAGEMENT**

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3-0-3\* (offered Fall & Winter terms)

### **FSS 2221 QUANTITY FOOD COMPOSITION AND PREPARATION**

(Prerequisite: FSS 1300 or permission of the instructor) A study is made of the production and effective use of food materials considering economic, nutritive and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 0-9-3\* (offered Fall & Winter terms)

### **FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care sanitation and safety. 3-0-3\* (offered Fall term)

### **FSS 2401 HOTEL-MOTEL PROPERTY MANAGEMENT**

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, motels, and related institutions. 3-0-3\* (offered Winter term)

### **FSS 2500 FOOD AND BEVERAGE CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2\* (offered Fall term)

## **Hospitality, Food, Tourism**

### **HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS**

The historical background of the hotel-motel industry, its scope in Palm Beach County, the State of Florida, and the United States. A study of departmental functions and job responsibilities in a small, medium, and large hotel and motel. 3-0-3\* (offered Fall & Winter terms)

### **\*\*HFT 1700 TOURISM—SOUTHEASTERN FLORIDA (Institutional Credit Only)**

Students are introduced to the many ramifications of the tourist industry and they become familiar with the career requirements and employment opportunities tourism offers them. 1 credit hour (offered upon demand)

### **HFT 1949 CO-OP: HOSPITALITY MANAGEMENT I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job hospitality management assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-15-4\*

\*Lecture-Lab-Credit Hours

\*\*See Personalized System of Instruction in Index.

**HFT 2220 PERSONNEL MANAGEMENT PRACTICES IN THE HOSPITALITY BUSINESS**

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3\* (offered Fall & Winter terms)

**HFT 2250 HOTEL-MOTEL MANAGEMENT PRACTICES**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\* (offered Fall & Winter terms)

**HFT 2300 HOUSEKEEPING MANAGEMENT**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\* (offered Winter term)

**HFT 2410 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES**

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3\* (offered Fall term)

**HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS**

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3-0-3\* (offered Winter term)

**HFT 2600 LEGAL ASPECTS OF HOTEL ADMINISTRATION**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\* (offered upon demand)

**HFT 2949 CO-OP: HOSPITALITY MANAGEMENT II**

This course is a continuation of HFT 1949. 1-15-4\*

**Human Nutrition****UN 1012 NUTRITION—FOR DENTAL HEALTH SERVICES**

Elements of nutrition with emphasis placed on concerns for good dental health and preventive dentistry. 3-0-3\* (offered Fall term)

**UN 1201 ELEMENTS OF NUTRITION**

Fundamental principles, findings, concepts, and applications of normal nutrition. 3-0-3\* (offered Fall & Winter terms)

**Legal Assistant****EA 1011 LEGAL WRITING AND RESEARCH**

This course shall provide the student with information on how to write legal memoranda and briefs for both trial and appellate work. It also provides the student with an in-depth examination of the law library and the process of legal research. 3-0-3\*

**EA 1101 LITIGATION**

This course shall emphasize the court system and the litigation procedures in the state of Florida. Aspects of civil and criminal litigation shall be studied, including preliminary interviews with clients, investigation and marshalling of facts, drafting of all pleadings, and motion practice. 3-0-3\*

**EA 2151 TORTS**

In this course, the student shall become familiar with the basic concepts of tort law. Discussion shall involve liability of the individual, in addition to specified acts committed. 3-0-3\*

## **Business**

### **LEA 2211 WILLS, ESTATES AND TRUSTS**

This course is designed to offer the legal assistant trainee a general understanding of the techniques and procedures involved in the preparation of wills and trusts; estate planning; income, gift and inheritance taxes; probating of estates and estate accounting. 3-0-3\*

### **LEA 2401 LAW OFFICE MANAGEMENT**

This course is designed to acquaint the student with fundamentals of management in general and application to the law office, including a study of office equipment utilized in a law office, word processing system, filing system, library management, accounting and billing procedures. 3-0-3\*

### **LEA 2411 LEGAL ETHICS**

This course is designed to examine the role of the lawyer and legal assistant in modern society with emphasis on the ethical and professional practice standards applicable to both. 1-0-1\*

### **LEA 2501 LAWS OF DOMESTIC RELATIONS**

The study of such topics as divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition. 3-0-3\*

### **LEA 2721 FEDERAL INCOME TAX LAW**

The student in this course shall become familiar with specialized sections of the Internal Revenue Code and the legal ramifications which arise therefrom. 3-0-3\*

## **Management**

### **MAN 1700 INTRODUCTION TO BUSINESS**

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively. (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the free enterprise system and its working. 3-0-3\* (offered Fall & Winter terms)

### **MAN 1701 BUSINESS ADMINISTRATION**

The importance of business organization in our economy, legal forms of business organization, bases of management decisions, coordination of business functions, fundamentals of financial management, the financing of business, problems and policies of financial administration, manufacturing procedures and production costs, the place of materials in production, plant and machinery in production, coordination of men and machinery, employer-employee relations, wages and other compensation, the development of industrial relations, collective bargaining, the functions of marketing, wholesaling, retailing, marketing policies, sales management, accounting, statistics, and forecasting the budget and coordination, effective public relations. 3-0-3\* (offered upon demand)

### **MAN 1949 CO-OP: MIDMANAGEMENT I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job midmanagement assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **MAN 2000 PRINCIPLES OF MANAGEMENT**

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management, as a separate entity, the principles and practices which are

\*Lecture-Lab-Credit Hours

applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3\* (offered upon demand)

**AN 2100 SUPERVISION—HUMAN RELATIONS IN BUSINESS**

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3\* (offered Fall & Winter terms)

**AN 2340 PRINCIPLES OF SUPERVISION**

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3-0-3\* (offered upon demand)

**AN 2342 SUPERVISION AND PERSONNEL ADMINISTRATION**

Organizational structure, the supervisor's job, automation and the supervisor, growth of the human relations concept, communication, the supervisor as a manager, recruitment and selection of employees, induction of the new employee, training, development of desirable attitudes, production planning, implementation of policies and procedures, the giving of orders, maintenance of production, maintenance of discipline, the handling of grievances, reports to higher management, personnel appraisal and counseling, salary administration and related controls, operations improvement, cost control, quality control, supervision tomorrow. 3-0-3\* (offered upon demand)

**AN 2500 PRODUCTION MANAGEMENT**

A study of the various phases of production control and the elements which contribute to a successful operation—production forecasting, product development, control of materials, routing, scheduling, and follow-up are studied in a sequence in terms of their significance and their relationship to production control. 3-0-3\* (offered upon demand)

**AN 2800 SMALL BUSINESS MANAGEMENT**

A study of the accepted basic principles of small business management. Particular attention will be given to business functions (sales, production, procurement, personnel, finance and law) as they affect the operation of American small business. 3-0-3\* (offered Fall & Winter terms)

**AN 2949 CO-OP: MIDMANAGEMENT II**

This course is a continuation of MAN 1949. 1-10-3\*

**Marketing****AR 1151 RETAIL MANAGEMENT**

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3\* (offered Fall & Winter terms)

**AR 1152 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS**

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion and the problems involved. 3-0-3\* (offered upon demand)

**AR 1311 ADVERTISING/PUBLIC RELATIONS**

This course has been planned for students wanting strong preparation in the field of advertising and public relations. Students learn technical processes, concepts of layouts, visual communications and proceed to more complicated and extensive advertising assignments. 3-0-3\* (offered Winter term)

## **Business**

### **MAR 2011 PRINCIPLES OF MARKETING**

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumer goods and the marketing of industrial goods marketing research, policies and practices; and marketing activities of the government. 3-0-3\* (offered Fall & Winter terms)

### **MAR 2101 SALESMANSHIP**

This course is designed as a comprehensive sales training program. The primary objective is to measurably develop the sales persuasive skill of each student. The essential selling theories and principles are developed and practiced in simulated selling situations utilizing class presentations and closed circuit T.V. The student will leave the class with a demonstrable ability to convert current sales concepts into successful on-job performance. 3-0-3\* (offered Fall & Winter terms)

### **\*\*MAR 2102 CREATIVE SALESMANSHIP**

(Prerequisite: permission of the department chairperson) A comprehensive study of sixteen different techniques in selling and sales management. Individual study of programmed materials and audio tapes prepared by outstanding experts in the sales training field. 1 credit hour (offered Fall & Winter terms)

### **MKA 1161 PRODUCT MERCHANDISING**

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 3-0-3\* (offered Winter term)

### **MKA 1402 FASHION MERCHANDISING**

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history trends, coordination, and the application of color, line and design to ready-to-wear fashions are studied. 3-0-3\* (offered Fall term)

### **MKA 1411 TEXTILES**

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\* (offered Fall & Winter terms)

### **MKA 1949A CO-OP: MERCHANDISING I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **MKA 1949B CO-OP: MERCHANDISING II**

This course is a continuation of MKA 1949A. 1-10-3\*

### **MKA 2949A CO-OP: MERCHANDISING III**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **MKA 2949B CO-OP: MERCHANDISING IV**

This course is a continuation of MKA 2949A. 1-10-3\*

\*Lecture-Lab-Credit Hours

\*\*See personalized system of instruction in index.

**Mathematics: Technology and Business****TB 1103 BUSINESS MATHEMATICS (Taught in Business Department)**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3\* (offered Fall & Winter terms)

**TB 1321 TECHNICAL MATHEMATICS I (Taught in Engineering Department)**

This course and MTB 1322 form a sequence to be offered to those technology majors who do not qualify for MAC 1104. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\* (offered Fall & Winter terms)

**TB 1322 TECHNICAL MATHEMATICS II (Taught in Engineering Department)**

(Prerequisite: MTB 1321 or MAT 1003 or MAT 1002). This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\* (offered Fall & Winter terms)

**Real Estate****EE 1000 REAL ESTATE PRINCIPLES AND PRACTICES—BRE I**

A study of the basic principles, practices and theories of real property, its economic value, legal implications, and relationship to the salesperson and broker. Includes a study of Florida Real Estate License Law. Successful completion required by Florida Real Estate Commission prior to filing application for state license examination for salesperson. 4-0-4\* (offered all terms)

**EE 1100 REAL ESTATE APPRAISAL I**

(Prerequisite: REE 1000 or consent of instructor) The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. 3-0-3\* (offered on demand)

**EE 1200 REAL ESTATE FINANCE**

(Prerequisite: REE 1000 or consent of instructor) A study of financial analysis, development financing, land acquisition, and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings, industrial plants and rental apartment buildings will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. 3-0-3\* (offered on demand)

**EE 1949 CO-OP: REAL ESTATE I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job real estate assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**EE 2220 REAL ESTATE FOR BANKERS**

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It treats the main areas of real estate by con-

## **Business**

centrating on the following broad areas: 1) the manner in which funds are channeled into the mortgage markets; 2) the financing of residential property; 3) the financing of special purpose property; and 4) the administrative tasks common to most mortgage departments. An introduction to the vocabulary of real estate serves as the starting point for a consideration of individual topics such as the sources of mortgage credit, federal assistance in the mortgage market, and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers. The analysis of mortgage credit, as well as the policies related to collection, are also covered, as are the administration of a bank's mortgage portfolio and the analysis of real estate investment yields. 3-0-3\* (offered on demand)

### **REE 2801 REAL ESTATE PRINCIPLES AND PRACTICES—BRE II**

(Prerequisite: active holder of Florida Real Estate Salesman's license for at least 6 months) A comprehensive course covering fields of study and materials required by the Florida Real Estate Commission to qualify for the Florida State Real Estate Broker's license. Applications must be approved before students are admitted to the course. 4-0-4\* (offered Fall & Winter terms)

### **REE 2930 ABSTRACTS AND TITLES I**

This course shall include a study of: History of Florida titles; abstracts and researching; conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land titles. 3-0-3\* (offered on demand)

### **REE 2931 ABSTRACTS AND TITLES II**

(Prerequisite: REE 2930) This course shall be an intermediate level study relating to title matters, especially appropriate to Palm Beach County. Emphasis will be placed on three areas: 1) Land title description in detail; 2) Title examination and legal interpretations leading toward issuance of title insurance; 3) Title insurance, escrows and closings. (Available for students who have complete Abstracts and Titles I, or those whose experience meets with the approval of the instructor.) 3-0-3\* (offered Fall & Winter terms)

**NOTE:** Successful completion of the two courses listed above should assist those individuals who are interested in pursuing the "C.L.S." designation (Certified Land-Title Searcher). It is suggested that interested individuals contact the Florida Land Title Association, 2003 Apalachee Parkway, Suite 101, Tallahassee, Florida 32301, for further details and requirements, or consult with one of our instructors in the above referenced courses.

### **REE 2949 CO-OP: REAL ESTATE II**

This course is a continuation of REE 1949C. 1-10-3\*

## **Risk Management and Insurance**

### **ACC 2009 ACCOUNTING AND FINANCE**

Basic accounting principles including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. The accounting process from the recording of a business transaction in the books of account to the final preparation of financial statements. Various sources of short-term, intermediate-term, and long-term funds available to business enterprise. 3-0-3\*

### **ACC 2509 INCOME TAXATION**

The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates. 3-0-3\*

\*Lecture-Lab-Credit Hours

**CO 2005 ECONOMICS**

Economic principles, the governmental and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, monetary and fiscal policy, and international trade and finance. 3-0-3\*

**N 2110 INVESTMENTS AND FAMILY FINANCIAL MANAGEMENT**

Various aspects of investment principles and their application to family finance. Yields, limited income securities, investment markets, and valuation of common stock. Also, family budgeting, property and liability insurance, mutual funds, variable annuities, and aspects of other investment media. 3-0-3\*

**MI 1010 PRINCIPLES OF RISK MANAGEMENT AND INSURANCE**

This course will describe the risk management framework and discuss the insurance environment, basic legal concepts, and fundamentals of insurance contracts. 3-0-3\*

**RMI 1015 GENERAL PRINCIPLES OF INSURANCE**

A study of basic principles that underlie the entire field of insurance as well as the nature and operation of the insurance business. This course is the equivalent of the course listed as INS 21 in the Insurance Institute of America (IIA) catalog. 3-0-3\*

**\*RMI 1210 PROPERTY INSURANCE**

(Prerequisite: RMI 1015 or consent of instructor) A study of coverages, policy provisions, and concepts common to property insurance, including the standard fire policy, extended coverage endorsement, dwelling forms, crime insurance, business interruption forms, inland and ocean marine coverages, and the property coverages of various personal and commercial multiple-line contracts. This course is the equivalent of the course listed as INS 22 in the Insurance Institute of America (IIA) catalog. 3-0-3\*

**MI 1112 CASUALTY INSURANCE**

(Prerequisite: RMI 1015 or consent of instructor) A study of coverages, policy provisions, and concepts to liability insurance policies, suretyship, the liability insurance aspects of multi-line contracts, and life, health, and social coverages. 3-0-3\*

**MI 1782 PERSONAL RISK MANAGEMENT AND INSURANCE**

This course will apply the risk management process and concepts to individual and family exposures. The readings and case studies will illustrate the role of property and liability insurance, life and health insurance, social insurance, employee benefits, and coordinated insurance buying in personal risk management. 3-0-3\*

ecture-Lab-Credit Hours

xaminations for Licensure:

Students who give evidence of successful mastery of concepts presented in RMI 1015 should be prepared to sit for the following license exams:

- 2-10 Ordinary Combination Life Including Disability
- 2-12 Fraternal Benefit
- 2-13 Industrial Life Including Disability
- 2-14 Ordinary-Variable Annuity
- 2-16 Ordinary Life
- 2-18 Ordinary Life Including Disability
- 2-21 Motor Vehicle Physical Damage

\*Students who give evidence of successful mastery of concepts presented in RMI 1210 should be prepared to sit for the following state license exam: 4-20 Solicitor

## **Business**

### **RMI 1783 COMMERCIAL PROPERTY RISK MANAGEMENT AND INSURANCE**

This course will begin with commercial property risk analysis and measurement and then examine the major commercial property policies and forms—fire and allied lines, business interruption, ocean and inland marine, crime and combination policies. Noninsurance techniques, such as loss control and risk transfer will also be discussed. 3-0-3\*

### **RMI 1784 COMMERCIAL LIABILITY RISK MANAGEMENT AND INSURANCE**

This course will analyze the major sources of liability loss exposures and then examine the insurance coverages designed to meet those exposures. Premises and operations, products and completed operations, contractual and protective liability, employers liability and workers' compensation, motor vehicles, and professional liability will be discussed along with surety bonds. 3-0-3\*

### **RMI 2050 ECONOMICS**

This course will cover general economic principles at both the macro and micro levels. 3-0-3\*

### **RMI 2110 ECONOMIC SECURITY AND INDIVIDUAL LIFE INSURANCE**

Economic security needs, human behavior, professionalism and ethics in life and health insurance. Individual life, health and annuity contracts. Life insurance programming. Types of insurers, investments, financial statements, risk selection, taxation and regulation of companies. 3-0-3\*

### **RMI 2130 GROUP INSURANCE AND SOCIAL INSURANCE**

Analysis of group life and health insurance, including products, marketing underwriting, reinsurance, premiums, and reserves. Also, various governmental programs related to the economic problems of death, old age, unemployment and disability. 3-0-3\*

### **RMI 2150 PENSION PLANNING**

Basic features of pension plans. Cost factors, funding instruments, and tax considerations involved in private pensions, profit-sharing plans and tax-deferred annuities. Also, thrift and savings plans and plans for the self-employed. Effect of Employees Retirement Income Security Act of 1974 on covered areas. 3-0-3\*

### **RMI 2320 BUSINESS INSURANCE**

Business uses of life and health insurance, including proprietorship, partnership and corporation continuation problems and their solutions through the use of buy-sell agreements properly funded to preserve and distribute business values. Other business uses of life and health insurance, such as key man insurance, nonqualified deferred compensation plans and split-dollar plans. Also corporate recapitalizations, professional corporations and business uses of property and liability insurance. 3-0-3\*

### **RMI 2430 LIFE INSURANCE LAW AND MATHEMATICS**

Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, and disposition of life insurance proceeds. Also, the mathematics of life insurance as related to premiums, reserves, nonforfeiture values, surplus and dividends. 3-0-3\*

### **RMI 2750 ACCOUNTING AND FINANCE**

This course will provide a generalized collegiate-level treatment of basic accounting and finance principles. Some assignments will specifically relate to property and liability insurance company accounting and finance. 3-0-3\*

### **RMI 2780 INSURANCE ISSUES AND PROFESSIONAL ETHICS**

The first twelve assignments in this course will analyze significant problems and issues that impact on the insurance industry. The three concluding assignments will focus on professional ethics in general and the American Institute Code of Professional Ethics in particular. 3-0-3\*

\*Lecture-Lab-Credit Hours

**MI 2785 INSURANCE COMPANY OPERATIONS**

This course will examine insurance marketing, underwriting, reinsurance, rate making, claims and adjusting, loss control activities, and other insurer functions and activities. 3-0-3\*

**MI 2786 THE LEGAL ENVIRONMENT OF INSURANCE**

This course will be based on general business law, particularly the areas of contract and agency law, and will emphasize the application of business law to insurance situations. 3-0-3\*

**MI 2787 MANAGEMENT - INSURANCE PERSONNEL**

This course will cover general management principles and will include an introduction to management information systems. 3-0-3\*

**MI 2800 ESTATE PLANNING AND TAXATION**

Estate and tax planning, emphasizing the nature, valuation disposition, administration, and taxation of property. The use of revocable and irrevocable trusts, testamentary trusts, life insurance, powers of appointment wills, lifetime gifts, and the marital deduction. Also, the role of life insurance in minimizing the financial problems of the estate owner. 3-0-3\*

**Secretarial Studies****ES 1108 TYPEWRITING**

Individualized instruction in a combined section of beginning, intermediate and advanced typewriting. The student will progress in the typing sequence that can be accomplished in the term. Three hours credit will be granted in SES 1100, SES 1110 or SES 2120 upon successful completion of work assigned. 1-3-3\* (offered Fall & Winter terms)

**ES 1100 BEGINNING TYPEWRITING**

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-3\* (offered Fall & Winter terms)

**ES 1110 INTERMEDIATE TYPEWRITING**

(Prerequisite: SES 1100 or equivalent) This course is a continuation of SES 1100 and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-3\* (offered Fall & Winter terms)

**ES 1210 BEGINNING SHORTHAND**

(Co-requisite: SES 1100 or the successful completion of a previous typing course) Basic principles of Century 21 Shorthand Theory and Practice (South-Western) are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for SES 1211. A dictation skill of 50 or more words a minute is developed. 1-4-3\* (offered Fall & Winter terms)

**ES 1211 DICTATION AND TRANSCRIPTION**

(Prerequisites: SES 1210 or equivalent and SES 1100 or equivalent) This course is a continuation of SES 1210. A dictation skill of 80 or more words a minute is developed on new-matter dictation, and transcription for mailability is emphasized. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3\* (offered Fall & Winter terms)

**SES 1330 BUSINESS ENGLISH**

An intensive college course in grammar, with primary emphasis placed on sentence structure, punctuation, and capitalization. The main applications are on the problems of the dictator, the stenographer, and the typist. 3-0-3\* (offered Fall & Winter terms)

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### **SES 1401 CLERICAL OFFICE PRACTICE**

(Co-requisite: SES 1110) A comprehensive study of clerical office procedures such as filing, telephone techniques, duplication, simple payroll and banking transactions, as well as experience on selected office machines. 3-0-3\* (offered Fall & Winter terms)

### **SES 1402 SECRETARIAL OFFICE PROCEDURES**

(Prerequisites: SES 1401 and SES 1330) Co- or prerequisites: SES 2120) This is a finishing course for the secretarial student. It is designed for students who aspire to reach professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken *after* Business Communications (SES 2335). 3-0-3\* (offered Winter term)

### **SES 1949 CO-OP: OFFICE EDUCATION I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job office education assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **SES 2120 ADVANCED TYPEWRITING**

(Prerequisite: SES 1110) This course offers a thorough review of problems in typing office forms, tabulated reports, manuscripts, and business letters, introduction is made to the typing of legal and medical forms and government and military letters. Improvement of production ability on all typing is stressed. 1-3-3 (offered Fall & Winter terms)

### **SES 2212 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION**

(Prerequisites: SES 1211 or equivalent and SES 1110 or equivalent) This course includes the general instruction offered for stenographic work. Through the use of live high-speed dictation and high-speed dictation tapes, a shorthand writing speed of 90 or more words a minute is developed. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3\* (offered Fall & Winter terms)

### **SES 2221 MACHINE SHORTHAND I**

(Co-requisite: SES 1100 or SES 1110 or equivalent) All the basic theory of the machine shorthand system is studied. The stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1-4-3\*

### **SES 2222 MACHINE SHORTHAND II**

(Prerequisite: SES 2221) This course is a continuation of SES 2221, with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1-4-3\*

### **SES 2223 MACHINE SHORTHAND III**

(Prerequisites: SES 2221 and SES 2222 or equivalent) This course is a continuation of SES 2222 with continued emphasis on skill building and specialized vocabulary. A dictation skill of 120 to 150 words a minute will be developed. 1-4-3\*

### **SES 2224 MACHINE SHORTHAND**

Individualized instruction in a combined section of beginning, intermediate, and advanced machine shorthand. The student will advance in the sequence that can be accomplished in the term. Machines are furnished for classroom instruction; however, it is advised that a machine be rented or purchased for home practice. A dictation skill of 60 words a minute is developed in the beginning section; 80 words a minute in the intermediate section; 120 words a minute in the advanced section. Three credit hours will be granted in either SES 2221, SES 2222 or SES 2223 upon successful completion of work assigned. 1-4-3\*

\*Lecture-Lab-Credit Hours

## Communications

### ES 2248 SPECIAL APPLICATIONS OF LEGAL-MEDICAL DICTATION AND TRANSCRIPTION

(Prerequisites: SES 1110 and SES 1211 or equivalents) Dictation and transcription practice is given utilizing short cuts applicable to the special legal and medical fields. Legal and medical terminology are included. 2-2-3\*

### ES 2335 BUSINESS COMMUNICATIONS

(Prerequisite: SES 1330) The purpose of this course is to study correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. 3-0-3\*

### ES 2361 MACHINE TRANSCRIPTION

(Co- or prerequisite: Intermediate Typing SES 1110 and Business English SES 1330) This course is designed to develop the student's proficiency in transcribing predicated new material into mailable copy. Several types of cassette transcribers are taught. 2-2-3\* (offered Fall & Winter terms)

### ES 2949 CO-OP: OFFICE EDUCATION II

This course is a continuation of SES 1949. 1-10-3\*

Lecture-Lab-Credit Hours



## **Communications**

# **Communications**

**FACULTY:** Duncan (Chairperson), Adams, Betz, Bloodworth, Bosworth (Assistant Chairperson, Reading), Busselle, Connolly, Darcey Dickinson, Easterling, Flory, W. Graham, Greene, Jones, Kramer Leahy, McCreight, Meyer, Musto, Perez, Platt, Schneider, Sterling, Taylor, Tomasello, Wilson, Witherspoon. PBJC North Ferguson, Jefferson, Young. PBJC South, Collins, Turk. PBJC Glades, Lucas, Russel

**MAJORS:** Creative Writing, English, English Teacher, Foreign Languages Foreign Language Teacher, Journalism, Liberal Arts, Public Relations, Speech-Drama, Speech Pathology and Audiology

**COURSE PREFIXES:** AML, ENC, ENG, ENL, FRE, JOU, LIT, MMC, ORI, PHI  
REA, RED, SPC, SPN, THE, TPA, TPP

**PROGRAMS:**

**CREATIVE WRITING, ENGLISH, ENGLISH TEACHER (A.A. 05-101), LIBERAL ARTS (A.A. 05-105)**

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or	Art Appreciation .....	3
MUL 1011	Music Appreciation .....	(3)
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001*	Introduction to Political Science.....	3
	Science .....	6
MGF 1113	General Education Math 1.....	3
	Literature.....	12
HES 1000**	Perspectives on Healthful Living .....	2
	Foreign Languages (Spanish or French) .....	12
	Physical Education.....	2
	Electives*** .....	10
		62

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

\*\*\*Suggested electives: PHI 1100, ORI 2000, ENC 2423.

**FOREIGN LANGUAGE (A.A. 05-201), FOREIGN LANGUAGE TEACHER (A.A. 05-202)**

Occupation aims of students specializing in Foreign Language are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements and the requirements of the college where they intend to continue their education.

### **EVALUATING PREVIOUS STUDY:**

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2.1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish will be considered to have had the equivalent of 1½ years of college Spanish.

## Communications

ever, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College at the university.

### JOURNALISM (A.A. 05-104), PUBLIC RELATIONS (A.A. 05-107)

URSE	TITLE	SEMESTER HOURS CREDIT	
C 1103	Freshman Communications I.....	3	
C 1136	Freshman Communications II .....	3	
C 1200	Introduction to the Social Sciences.....	3	
S 1001*	Introduction to Political Science.....	3	
	Science .....	6	
F 1113	General Education Math I .....	3	
	Physical Education .....	2	
S 1000**	Perspectives on Healthful Living .....	2	
	Literature.....	6	
H 1000 or	Art Appreciation .....	3	
L 1011	Music Appreciation .....	(3)	
C 1600	Fundamentals of Speech .....	3	
C 1601	Public Speaking.....	3	
J 1100	Basic Writing for Mass Communications .....	3	
C 1000	Survey of Communications .....	3	
J 2103	Reporting or Writing Techniques .....	3	
/ 2012	General Psychology.....	3	
	Electives .....	10	
			<u>62</u>

OS 2041 or AMH 2010 may be substituted.

ES 2121 may be substituted.

### THEATER—DRAMA (A.A. 05-103)

#### FRESHMAN YEAR

URSE	TITLE	SEMESTER HOURS CREDIT	
C 1600	Fundamentals of Speech .....	3	
	Science .....	6	
C 1103	Freshman Communications I.....	3	
C 1136	Freshman Communications II .....	3	
	Voice Class .....	1	
A 2160	Interpretive Movement .....	1	
A 2161	Advanced Interpretive Movement .....	1	
E 1000	Introduction to the Theater.....	3	
E 1020	Techniques of Dramatic Art .....	3	
A 1210	Fundamentals of Stagecraft.....	3	
A 1211	Advanced Stagecraft .....	3	
			<u>30</u>

## Communications

### SOPHOMORE YEAR

ARH 1000 or MUL 1011	Art Appreciation .....	3
HES 1000*	Music Appreciation .....	(3)
	Literature.....	6
HES 1000*	Perspectives on Healthful Living .....	2
MGF 1113	General Education Math I .....	3
PSY 2012	General Psychology.....	3
SPC 1601	Public Speaking.....	3
ORI 2000	Oral Interpretation .....	3
TPP 2100	Acting .....	3
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001**	Introduction to Political Science.....	3
		32

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

### SPEECH PATHOLOGY AND AUDIOLOGY (A.A. 05-109)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or MUL 1011	Art Appreciation .....	3
ENC 1103	Music Appreciation .....	(3)
ENC 1136	Freshman Communications I.....	3
	Freshman Communications II .....	3
	Physical Education.....	2
PSY 2012	General Psychology.....	3
	Science .....	6
SPC 1600	Fundamentals of Speech .....	3
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001*	Introduction to Political Science.....	3
	Elective .....	4
		33

\*POS 2041 or AMH 2010 may be substituted.



## Communications

### SOPHOMORE YEAR

B 1190	Anatomy and Physiology I .....	2
B 1190L	Anatomy and Physiology I Laboratory .....	1
B 1191	Anatomy and Physiology II .....	2
B 1191L	Anatomy and Physiology II Laboratory .....	1
	Literature .....	3
S 1000**	Perspectives on Healthful Living .....	2
F 1113	General Education Math I .....	3
P 2102	Child Growth and Development .....	3
C 1601	Public Speaking .....	3
	Electives .....	9
		29

ES 2121 may be substituted.

### COURSE DESCRIPTIONS

#### American Literature

##### L 2020 AMERICAN LITERATURE TO 1865

(Prerequisite: ENC 1136 or equivalent) This course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\* (offered all terms)

##### L 2022 AMERICAN LITERATURE AFTER 1865

(Prerequisite: ENC 1136 or equivalent) The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\*(offered all terms)

#### English Composition

##### C 1103 FRESHMAN COMMUNICATIONS I

##### CTIONS 1-49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\*

##### CTIONS 50-59

(Co-requisite REA 1105) Reading Emphasis: The content of this course is essentially the same as ENC 1103, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance for those students whose placement test scores in reading or in both reading and writing indicate a need for special help. Students passing this course go into ENC 1136, Sections 50-59. 3-0-3\* (offered all terms)

##### CTIONS 60-69

Writing Emphasis: This course is essentially the same as ENC 1103, Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into ENC 1136, Sections 60-69. 3-0-3\*(offered all terms)

##### CTIONS 80-89

Advanced Freshman Communications: The aims of this course are basically the same as those of ENC 1103, Sections 1-49 except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3\* (offered Fall & Winter terms)

ecture-Lab-Credit Hours

## **Communications**

### **ENC 1136 FRESHMAN COMMUNICATIONS II**

#### **SECTIONS 1-49**

(Prerequisite: ENC 1103 or equivalent) This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3\* (offered all terms)

Research paper techniques are taught in both ENC 1103 and ENC 1136.

#### **SECTIONS 50-59**

(Prerequisites: ENC 1103, Sections 50-59) This course is a continuation of ENC 1103, Sections 50-59, and is basically the same as other sections of ENC 1136, except that it provides emphasis for those students who need continuing special help in writing and reading. Sections 50-59 have REA 1106 as a co-requisite. 3-0-3\* (offered all terms)

#### **SECTIONS 80-89 (ADVANCED COURSE FOR ENC 1136)**

(Prerequisites: ENC 1103, Sections 80-89, Advanced Freshman Communications or equivalent) This course is a continuation of ENC 1103, Sections 80-89, and is basically the same as other sections of ENC 1136, except that emphasis is given to creative expression. 3-0-3\* (offered Fall & Winter terms)

#### **ENC 1313 TECHNICAL WRITING**

(Prerequisite: ENC 1103 or equivalent) Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3\* (offered Winter term)

#### **ENC 2423 ADVANCED COMPOSITION**

(Prerequisite: ENC 1136 or equivalent or permission of Department Chairperson) This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3\* (offered Winter term)

## **English—General**

### **\*\*ENG 2910 INTRODUCTION TO RESEARCH MATERIALS I**

(Prerequisite: Permission of Director of Learning Resources Center) This course comprises the first 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents basic information sources 1 credit hour (offered all terms)

### **\*\*ENG 2911 INTRODUCTION TO RESEARCH MATERIALS II**

(Prerequisite: Permission of Director of Learning Resources Center and successful completion of ENG 2910) This course comprises the second 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents advanced information sources. 1 credit hour (offered all terms)

### **\*\*ENG 2912 INTRODUCTION TO RESEARCH MATERIALS III**

(Prerequisite: Permission of Director of Learning Resources Center and successful completion of ENG 2911) This course comprises the third 16 units of a directed individual study and will include taped lectures; self-tests; written guided library studies; and formal examinations. The course material presents a comprehensive overview of information sources. 1 credit hour (offered all terms)

\*Lecture-Lab-Credit Hours

\*\*See Personalized System of Instruction in Index.

**English Literature****2015 ENGLISH LITERATURE TO 1660**

(Prerequisite: ENC 1136 or equivalent) This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3\* (offered all terms)

**2020 ENGLISH LITERATURE AFTER 1660**

(Prerequisite: ENC 1136 or equivalent) This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\* (offered Fall, Winter & Spring terms)

**French Language****1100 ELEMENTARY FRENCH I**

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered Fall & Winter terms)

**1101 ELEMENTARY FRENCH II**

(Prerequisite: FRE 1100 or equivalent) This course is a continuation of FRE 1100. It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered Fall & Winter terms)

**2200 INTERMEDIATE FRENCH I**

(Prerequisite: FRE 1101 or equivalent) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\* (offered Fall term)

**2201 INTERMEDIATE FRENCH II**

(Prerequisite: FRE 2200 or equivalent) This is a continuation of FRE 2200 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\* (offered Winter term)

**Journalism****JOU 1100 BASIC WRITING FOR MASS COMMUNICATIONS**

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\* (offered Fall & Winter terms)

**JOU 2103 REPORTING AND WRITING TECHNIQUES**

(Prerequisite: JOU 1100 or equivalent or permission of Department Chairperson) This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3\* (offered Winter term)

**Literature****2215 WORLD LITERATURE TO 1600**

(Prerequisite: ENC 1136 or equivalent) A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\* (offered Fall term)

**2224 WORLD LITERATURE AFTER 1800**

This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\* (offered Winter term)

## **Communications**

### **Mass Media Communications**

#### **MMC 1000 SURVEY OF COMMUNICATIONS**

This course surveys the development of communications media including study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\* (offered Winter term)

### **Oral Interpretation**

#### **ORI 2000 ORAL INTERPRETATION**

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals at which other students and guests may be invited are an important part of the course. 3-0-3\* (offered Fall & Winter terms)

### **Philosophy**

#### **PHI 1000 INTRODUCTION TO PHILOSOPHY (Taught in Social Science Department)**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. (offered Fall & Winter terms) 3-0-3\*

#### **PHI 1100 THE ART OF THINKING (Taught in Communications Department)**

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\* (offered Fall & Winter terms)

#### **PHI 1600 ETHICS (Taught in Social Science Department)**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using Ethics as a science of conduct. 3-0-3\*

### **Reading**

#### **REA 1105 READING IMPROVEMENT I**

(Co-requisite: ENC 1103—Sections 50-59) This reading course is designed for students who need to improve their reading habits and skills. Personalized instruction in vocabulary improvement, study skills, essentials of comprehension and rate of comprehension are emphasized. The student uses a variety of materials as he participates in group activities and in the individualized reading laboratory program. 3-0-3\* (offered Fall and Winter terms)

#### **REA 1106 READING IMPROVEMENT II**

(Co-requisite ENC 1136—Sections 50-59) This course is a continuation of REA 1105. It is a developmental reading course in which the student participates in group and individual activities designed to increase his reading ability in the areas of his special need. Areas emphasized include: vocabulary, comprehension, rate of comprehension, and study skills. 3-0-3\* (offered Fall and Winter terms)

\*Lecture-Lab-Credit Hours

**Reading Education****1219 PHONICS FOR TEACHERS**

This course is designed to develop the phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3\* (offered Fall & Winter terms)

**Speech Communication****C 1600 FUNDAMENTALS OF SPEECH**

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. 3-0-3\* (offered all terms)

**C 1601 PUBLIC SPEAKING**

(Prerequisite: SPC 1600 or equivalent or permission of the Department Chairperson) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\* (offered Winter term)

**C 2520 DISCUSSION AND DEBATE**

The function of group discussion and debate in a democratic society. Methods of argumentation, including case preparation, briefing, research, refutation and logical elements of persuasion. 3-0-3\* (offered Fall term)

**Spanish Language****N 1100 ELEMENTARY SPANISH I**

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and cultures of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered all terms)

**N 1101 ELEMENTARY SPANISH II**

(Prerequisite: SPN 1100 or equivalent) The course is a continuation of SPN 1100. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered all terms)

**N 2200 INTERMEDIATE SPANISH I**

(Prerequisite: SPN 1101 or equivalent) Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\* (offered Fall term)

**N 2201 INTERMEDIATE SPANISH II**

(Prerequisite: SPN 2200 or equivalent) The course is a continuation of SPN 2200. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\* (offered Winter term)

## **Communications**

### **Theater**

#### **THE 1000 INTRODUCTION TO THE THEATER**

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\* (offered Fall term)

#### **THE 1020 TECHNIQUES OF DRAMATIC ART**

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 0-3\* (offered Winter term)

#### **THE 1925 PLAY PRODUCTION**

Based upon lectures given in class, the aim of this course is to give students actual practical experience in producing a play. It stresses utilization of the associated arts and skills of technical directing, stage design, lighting, costume design, theater management, etc., in actual production. 2-2-3\* (offered Winter term)

#### **THE 1949 CO-OP: THEATER I**

Co-Op Education in Theater is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job theater assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3

#### **THE 2721 SURVEY OF CHILDREN'S THEATER**

The aim of this course is to analyze the theory of children's theater, to survey its development within the American theatrical scene, to study its function within the American community, and to pursue materials available for use with and for children. 3-0-3\* (offered Winter term)

#### **THE 2949 CO-OP: THEATER II**

This course is a continuation of THE 1949. 1-10-3\*

#### **TPA 1210 FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and classroom demonstrations in the construction, painting and handling of scenery, makeup, and the making of properties. 3-0-3\* (offered Fall term)

#### **TPA 1211 ADVANCED STAGECRAFT**

This course is a continuation of TPA 1210 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets along with the principles of stage lighting in classroom demonstrations and experiences. 3-0-3\* (offered Winter term)

## **Theater Performance and Performance Training**

### **TPP 2100 ACTING**

(Prerequisite: THE 1025 or special permission of Department Chairperson) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\* (offered Winter term)

\*Lecture-Lab-Credit Hours

# Dental Health Services

**CULTY:** Hutchins (Chairperson), Benedict, Baker, Gerstein, Krumm, MacPherson (Assistant Chairperson), Piermattei, Shapins, Smythe, Toomath, Whitehead

**JORS:** Dental Hygiene, Dental Laboratory Technology, Dental Assisting

**URSE PREFIXES:** DEA, DEH, DES, DTE

**OGRAMS:**

**DENTAL HYGIENE (A.S. 07-151)**

gram is accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to Admission Requirements.

**FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>		
		<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
B 1190	Anatomy & Physiology I.....	2		
B 1190L	Anatomy & Physiology I Lab.....		1	
B 1191	Anatomy & Physiology II .....			2
B 1191L	Anatomy & Physiology II Lab .....			1
H 1410	General & Oral Histology/Pathology.....			3
H 1800C	Clinical Dental Hygiene I.....	8		
H 1802C	Clinical Dental Hygiene II .....			5
S 1000	Dental Anatomy.....	2		
S 1200C	Dental Radiology.....	2		
C 1103	Freshman Communications I.....			3
C 1136	Freshman Communications II .....			3
CB 1000	Microbiology .....			2
CB 1000L	Microbiology Laboratory.....		1	
Physical Education .....			1	1
SY 2012	General Psychology.....			3
		15	18	7

**SOPHOMORE YEAR**

EH 1303	Pharmacology .....	1
EH 2600	Periodontics .....	1
EH 2702C	Community & Private Preventive Dentistry .....	2
EH 2806C	Clinical Dental Hygiene III.....	6
EH 2808C	Clinical Dental Hygiene IV .....	
ES 1100	Elements of Dental Materials.....	2
ES 1100L	Elements of Dental Materials Laboratory .....	1
JN 1012	Nutrition for Dental Health Services .....	3
OS 1001*	Introduction to Political Science.....	3
OC 1200	Introduction to Social Sciences .....	3
PC 1600	Fundamentals of Speech .....	3
		16
		14

\*OS 2041 or AMH 2010 may be substituted.

Admission Prerequisite: A transcript documenting that the student has taken a unit of high school chemistry or PBJC's CHM 1015, or its equivalent, within the past five years with an earned grade of "C" or better

## Dental Health Services



### DENTAL LABORATORY TECHNOLOGY (A.S. 07-152)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education of the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Dental Education of the American Dental Association.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
DES 1000C	Dental Anatomy .....	3		
DTE 1000	Orientation and Terminology.....	1		
DTE 1100C	Complete Denture Techniques I.....	4		
DES 1100	Elements of Dental Materials.....	2		
DTE 1110C	Cast Inlay & Crown Techniques .....	2		
ENC 1103	Freshman Communications I.....	3		
	Physical Education.....	1		
DTE 1101C	Complete Denture Techniques II .....		5	
DTE 1120C	Partial Denture Techniques I .....		2	
CHM 1015	Principles of Chemistry.....		3	
ENC 1136	Freshman Communications II .....		3	
	Physical Education.....		1	
DTE 2121C	Partial Denture Techniques II .....			4
DTE 2131C	Orth & Pedo. Removable Appliances .....			2
		16	14	6

#### SOPHOMORE YEAR

MAN 1700*	Introduction to Business.....	3
DTE 2130C	Special Prosthesis .....	2
DTE 1150C	Crown and Bridge Techniques I .....	5
HES 1000**	Perspectives on Healthful Living .....	2
POS 1001***	Introduction to Political Science.....	3
DTE 1200	Jurisprudence and Ethics.....	1
DTE 2151C	Crown and Bridge Technique II.....	4
DTE 1140C	Ceramics .....	7
		15
		12

\*MAN 2800 may be substituted.

\*\*HES 2121 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**DENTAL ASSISTING PROGRAM (Certificate Program CT-153)**

This course begins with the Spring II Term and covers a period of two terms plus both the Spring and Summer terms. It is accredited by the American Dental Association Council on Dental Education. In order to utilize the forty-week period in special studies, typewriting is not included in the curriculum but is a co-requisite to the course and proficiency is required for graduation.

COURSE	TITLE	SEMESTER HOURS CREDIT			
		Summer	Fall	Winter	Spring
EA 1010	Introduction to Dental Assisting .....	1			
EA 1020	Preclinical Orientation I.....	3			
EA 1120	Related Dental Theory.....		3		
EA 1200	Dental Office Practice Management			3	
EA 1820C	Intraoral Auxiliary Procedures I .....		3		
EA 1821C	Intraoral Auxiliary Procedures II .....			2	
EA 1800C	Clinical Practice I.....	4			
EA 1801C	Clinical Practice II .....			4	
EA 1802C	Clinical Practice III .....				6
EA 2940	Dental Practicum.....	1			
ES 1000C	Dental Anatomy .....	3			
ES 1100	Elements of Dental Materials.....		2		
ES 1100L	Elements of Dental Materials Lab...			1	
ES 1200C	Dental Radiology .....	2			
NC 1103	Freshman Communications I.....		3		
SY 2012	General Psychology.....			3	
PC 1600	Fundamentals of Speech .....			3	
		6	17	18	6

## **Dental Health Services**

### **COURSE DESCRIPTIONS**

#### **Dental Assisting**

##### **DEA 1010 INTRODUCTION TO DENTAL ASSISTING**

This course presents, through lecture and student participation, the goals, objectives, ethics, terminology, legal responsibilities, areas of service, and career opportunities of the dental assistant. It identifies the professional organizations and resources available to the dental assistant. 1-0-1\* (offered Summer term)

##### **DEA 1020C PRECLINICAL ORIENTATION**

This course presents lecture and practical experience in the identification of instruments, equipment and materials commonly used in the dental environment. Students will participate in sterilizing procedures for instruments, care and maintenance of equipment, taking and recording patient information. 2-3-3\* (offered Summer term)

##### **DEA 1120 RELATED DENTAL THEORY**

This course is designed for familiarization of common drugs and medicaments, pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3-0-3\* (offered Fall term)

##### **DEA 1200 DENTAL OFFICE PRACTICE MANAGEMENT**

Study of the methods by which the dental office/dental clinic are administered. Areas of study relevant to the responsibilities of the dental assistant will include: human relationships and interaction, patient psychology; record keeping, i.e., daily records, appointments, collections, billing, income and social security taxes, recall systems, third party payment forms, office and dental supplies inventory; office housekeeping and maintenance. 3-0-3\* (offered Winter term)

##### **DEA 1800C CLINICAL PRACTICE I**

The dental assistant student will participate in clinical experience involving patients and dentists performing all functions required of a dental assistant in office/clinic setting. Student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. Lecture hours are utilized to present advanced theory. 2-6-4\* (offered Fall term)

##### **DEA 1801C CLINICAL PRACTICE II**

Continuation of DEA 1800C. 2-6-4\* (offered Winter term)

##### **DEA 1820C INTRAORAL AUXILIARY PROCEDURES I**

Introductory course designed to offer student participation in specified intraoral procedures. 2-3-3\* (offered Fall term)

##### **DEA 1821C INTRAORAL AUXILIARY PROCEDURES II**

Continuation of DEA 1820C. 1-3-2\* (offered Winter term)

##### **DEA 1949 CO-OP: DENTAL ASSISTING**

This is a continuation of DEA 1800C. It is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job dental assisting assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 2-12-6\* (offered Spring term)

##### **DEA 2940 DENTAL PRACTICUM**

The objective of this course is to provide practical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in areas of patient reception, charting, study models and radiology. 0-2-1\* (offered Fall term)

\*Lecture-Lab-Credit Hours

## **dental Hygiene**

### **1303 PHARMACOLOGY**

The objectives of this course is to familiarize hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutic preparations used in dentistry. 1-0-1\* (offered Fall term)

### **1410 GENERAL AND ORAL HISTOLOGY/PATHOLOGY**

This course deals with the normal microscopic structure and morphology of the tissues of the body with emphasis on the teeth and supporting structures. It deals with the early embryonic development of the structures of the head and neck. Related to this, the course will cover the general pathology of common diseases and the specific study of pathological conditions of the mouth, teeth and supporting structures and their relationship to systemic diseases. This course will not include indepth content in periodontology. 3-0-3\* (offered Winter term)

### **1800C CLINICAL DENTAL HYGIENE I**

This is a competency-based course designed to instruct the dental hygiene student with the duties and responsibilities required of them to obtain and maintain optimum oral health for each patient. Emphasis will be placed on the preventive procedures which are utilized to aid in decreasing the incidence of oral diseases. The objectives of this course are identification and morphology of tooth anatomy and its application to the complete oral prophylaxis. The theory and techniques of instrumentation and polishing are mastered on the dental manikin before transferring procedures to human patients. Encompassed in this course are medical history procedures, sterilization techniques, oral inspection and evaluation, factors involved in retention of dental deposits; soft, hard and stains, their etiology, composition, removal and prevention as it relates to the oral prophylaxis and complete patient care. 3-15-8\* (offered Fall term)

### **1802C CLINICAL DENTAL HYGIENE II**

(Prerequisite: A grade of "C" or above is required in Clinical Dental Hygiene courses DEH 1800C, DEH 1802C, DEH 2806C, DEH 2808C). Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology, fluorides, vital signs, emergency procedures (CPR), initial dental disease control and introduction to Practice Administration. 2-9-5\* (offered Winter term)

### **2600 PERIODONTICS**

This course deals with the clinical and histological characteristics of periodontal anatomy, and the classification and basic etiology of periodontal diseases. More specifically, the content includes gingivitis, gingival enlargement, periodontitis, periodontosis, periodontal occlusal trauma, gingival recession, pericoronitis, abscess and cysts; examination, diagnosis, prognosis and treatment planning; plaque control in periodontal therapy; root planing; surgical periodontal procedure including gingival curettage. 1-0-1\* (offered Fall term)

### **2702C COMMUNITY AND PRIVATE PREVENTIVE DENTISTRY**

This is a series of lectures and laboratories to familiarize the dental hygiene student with the methods and materials used for teaching dental health education to schools, community groups and private patients. This encompasses a study of present day philosophy and practices of public health and public health dentistry. It is also a study of the newest concepts of preventive dentistry, its meaning, aims and responsibilities of the dental profession. 1-2-2\* (offered Fall term)

### **2806C CLINICAL DENTAL HYGIENE III**

This course is a continuation of Clinical Dental Hygiene II with the addition of ultrasonic and curettage procedures as clinical activities. Also included is an increased coverage of Practice Administration and Legal Aspects of Dentistry. 2-12-6\* (offered Fall term)

ure-Lab-Credit Hours

## **Dental Health Services**

### **DEH 2808C CLINICAL DENTAL HYGIENE IV**

This course is a continuation of Clinical Dental Hygiene III with the addition of rubber dam procedures and polishing amalgam restorations as clinical activities. 1-12-5\* (offered Winter term)

## **Dental Support**

### **DES 1000 DENTAL ANATOMY**

The study of the structure, morphology, and function of the primary and permanent dentitions. 2-0-2\* (offered Fall term)

### **DES 1000L DENTAL ANATOMY LABORATORY**

Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 0-2-1\* (offered Fall term)

### **DES 1100 ELEMENTS OF DENTAL MATERIALS**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-0-2\* (offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Winter term for Dental Assisting)

### **DES 1100L LABORATORY FOR DENTAL MATERIALS**

Laboratory for DES 1100. 0-3-1\* (offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Winter term for Dental Assisting)

### **DES 1200C DENTAL RADIOLOGY**

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. Laboratory procedures will include application of these techniques in clinical practice. 1-2-2\* (offered Summer term for Dental Assisting; Fall term for Dental Hygiene)

\*Lecture-Lab-Credit Hours



## **Dental Lab Technology**

### **E 1000 ORIENTATION AND TERMINOLOGY**

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\* (offered Fall term)

### **E 1100C COMPLETE DENTURE TECHNIQUES I**

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4\* (offered Fall term)

### **E 1101C COMPLETE DENTURE TECHNIQUES II**

Continuation of DTE 1100C 2-9-5\* (offered Winter term)

### **E 1110C CAST INLAY AND CROWN TECHNIQUES**

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2\* (offered Fall term)

### **E 1120C PARTIAL DENTURE TECHNIQUES I**

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2\* (offered Winter term)

### **E 1150C CROWN AND BRIDGE TECHNIQUE I**

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\* (offered Fall term)

### **E 1200 JURISPRUDENCE AND ETHICS**

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\* (offered Winter term)

### **E 1140C CERAMICS**

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization; also, it includes techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 3-12-7\* (offered Winter term)

### **E 2121C PARTIAL DENTURE TECHNIQUES II**

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4\* (offered Spring term)

### **E 2130C SPECIAL PROSTHESIS**

A technical review of courses covered to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2\* (offered Fall term)

### **E 2131C ORTHO AND PEDO REMOVABLE APPLIANCES**

The student will acquire the knowledge and skill required to fabricate and repair selected orthodontic wrought wire and self-curing plastic appliances. 1-2-2\* (offered Spring term)

### **E 2151C CROWN AND BRIDGE TECHNIQUE II**

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\* (offered Winter term)

## **Engineering Technology**

# **Engineering Technology**

**FACULTY:** Rader (Chairperson), Baldree, Book Bussell, Carlos, Gans  
Millard, Purtz

**MAJORS:** It is possible to complete some programs in four regular semesters. However, depending upon the student's entry level and the frequency of course offerings, certain programs will require the attendance at the Spring and/or Summer Term(s).

### **ASSOCIATE DEGREE PROGRAMS (A.S.)**

- Air Conditioning and Refrigeration Technology
- Automotive Technology
- Building Construction Management
- Commercial Pilot Technology
- Computer Technology
- Drafting and Design Technology
- Electronics Technology
- Fire Science Technology
- Land Surveying

### **CERTIFICATE PROGRAMS**

- Air Conditioning and Refrigeration Specialist
- Drafting Specialist
- Surveyor's Aid

### **COLLEGE PARALLEL PROGRAMS (A.A.)**

- Building Construction
- Computer Science (Business Option)
- Computer Science (Systems Option)
- Engineering (all branches)
- Industrial Arts (teacher)

**COURSE PREFIXES:** AER, ASC, ATF, ATT, BCN, CDA, COC, COP, EGN, ETD, ETE, ETG, ETI, ETM, FFP, MTB, SUR

### **ASSOCIATE DEGREE PROGRAMS (A.S.):**

#### **AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S. 08-183)**

The Air conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of theory and practice and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETE 1001C	Essentials of Electricity.....	4	
ETM 1101	Introduction to Solar Energy .....	3	
ETM 1613C	Principles of Refrigeration.....	3	
MTB 1321	Technical Mathematics I.....	3	
ENC 1103	Freshman Communications I.....	3	
ETM 1610C	Principles of Air Conditioning .....		3
ETM 1614C	Refrigeration Cycles & Systems.....		3
ETD 1501C	Drafting for Air Conditioning .....		2
MTB 1322	Technical Mathematics II .....		3
ENC 1136	Freshman Communications II .....		3
	Physical Education .....		1

## **Engineering Technology**

### **SOPHOMORE YEAR**

M 2630	Air Conditioning Systems.....	3
M 2633	Commercial Refrigeration Systems.....	3
M 2650C	Control Systems for Refrigeration & Air Conditioning.....	4
M 2750C	Planning of Air Conditioning Systems .....	3
S 1400	Standard First Aid & Personal Safety.....	1
	Physical Education.....	1
M 1612	Heating and Ventilation.....	3
M 2103	Solar Radiation and Collectors .....	3
M 2660C	Air Distribution and Layout.....	4
H 2010*	U.S. History to 1865.....	3
2633	Industrial Relationships .....	3
		15
		16

OS 1001 or POS 2041 may be substituted.

### **AUTOMOTIVE TECHNOLOGY PROGRAM (APPRENTICESHIP) (A.A. 08-188)**

The Automotive Technology Program is a three-year work/study program that places automotive technicians in participating local dealerships for full-time, on-the-job training. At the same time, apprentices will attend academic classes on the Palm Beach Junior College campus and technical laboratory classes on the Palm Beach County Technical School campus, receiving instruction in courses balanced between technical and non-technical studies. This program abides by the apprenticeship standards for the National Automobile Dealers Association.

### **PROGRAM REQUIREMENTS**

#### **Major Technical Core Course Requirements:**

URSE	TITLE	Credits
R 1000	Integrated Automotive Systems .....	3
R 1004	Power Plant Overhaul Theory .....	3
R 1100	Auto Electrical Systems .....	3
R 1112	Advanced Engine Diagnosis .....	3
R 1120	Steering and Suspension Systems .....	3
R 1121	Brake Systems and Chassis Repair.....	3
R 1131	Transmission and Drive Systems.....	3
R 1162	Automotive Parts and Service Dept. Mgmt .....	3
R 1171	Heating and Air Conditioning Theory .....	3
R 1940	Apprentice Experience I.....	1
R 1941	Apprentice Experience II .....	1
R 1942	Apprentice Experience III.....	1
R 2940	Apprentice Experience IV.....	1
R 2941	Apprentice Experience V .....	1
R 2942	Apprentice Experience VI.....	1
		33

#### **Academic Core Course Requirements:**

IC 1103	Freshman Communications I.....	3
IC 1136	Freshman Communications II .....	3
or		
IC 1313	Technical Writing .....	(3)
D 1110C	Introduction to Technical Drawing .....	3
I 2633	Industrial Relationships .....	3
ES 1000	Perspectives on Healthful Living .....	2
TB 1321	Technical Mathematics I .....	3
OS 1001	Introduction to Political Science.....	3
Y 2012	General Psychology.....	3
		23

#### **Elective Courses (6 credits):**

## **Engineering Technology**

<b>COURSE</b>	<b>TITLE</b>	<b>Credits</b>
BUL 2111	Business Law I.....	3
MAN 1700	Introduction to Business.....	3
MAR 2101	Salesmanship .....	3
MTB 1322	Technical Mathematics II .....	3
PSC 1341	Survey of Physical Science II.....	3
SES 1330	Business English .....	3
		<b>TOTAL</b>
		<b>62</b>

**NOTE:** Credit will be granted by Palm Beach Junior College for technical core course as they are completed, upon notification from the Technical School instructor. Students shall be enrolled at Palm Beach Junior College during the time they are taking technical school work. Successful completion of this program shall lead to an Associate in Science degree.

## **BUILDING CONSTRUCTION MANAGEMENT (A.S. 08-198)**

This Building Construction curriculum is designed for persons currently employed in the construction business who wish to advance themselves in the management area. A student who wishes a certificate rather than an Associate in Science Degree may do so by completing only the Building construction courses and qualifying for the Building Construction Experience credit.

### **BUILDING CONSTRUCTION COURSES**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
BCN 1272	Plans Interpretation .....	3
BCN 1616	Advanced Construction Estimating .....	3
BCN 1750	Construction Finance .....	3
BCN 1740	Construction Law .....	3
BCN 2220	Construction Materials and Methods .....	3
BCN 2712	Construction Supervision Procedure .....	3
BCN 2941	Building Construction Experience.....	4
SUR 1001***	Project Layout .....	3
		25

### **ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE**

SUR 2100C	Surveying I .....	4
ETD 1110C	Introduction to Technical Drawing.....	2
BCN 2253C	Architectural Drafting .....	3
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
HES 1000*	Perspectives on Healthful Living .....	2
HES 1400	Standard First Aid & Personal Safety.....	1
BCN 1210	Building Construction Materials.....	3
	Physical Education.....	2
POS 2041**	American National Government.....	3
PSC 1341	Physical Science II .....	3
SOC 1200	Introduction to the Social Sciences.....	3
MTB 1321	Technical Math I .....	3
MTB 1322	Technical Math II .....	3
		38

\*HES 2121 may be substituted.

\*\*POS 1001 or AMH 2010 may be substituted.

\*\*\*SUR 1001 PROJECT LAYOUT may be A.S. credit for graduation in the Building Construction Management Program in lieu of any of the above construction courses.

## **Engineering Technology**

### **COMMERCIAL PILOT TECHNOLOGY (A.S. 08-197)**

Successful completion of this program is designed to qualify students for a commercial pilot's license.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
SC 1000	Introduction to Aviation Ground School .....	2	
NC 1103	Freshman Communications I.....	3	
DC 1200	Introduction to the Social Sciences.....	3	
TB 1321	Technical Mathematics I.....	3	
SC 1640	Propulsion Systems .....	3	
	Physical Education.....	1	
SC 1001	Private Pilot Ground School.....		3
SC 2550	Aerodynamics .....		3
FT 1100	Flight—Private .....		3
TB 1322	Technical Mathematics II .....		3
NC 1136	Freshman Communications II .....		3
	Physical Education.....		1
		15	16

#### **SOPHOMORE YEAR**

SC 1100	Commercial—Instr. Pilot Ground School.....	3
FT 2200	Flight—Commercial .....	6
SC 1513	Survey of Physical Science I .....	3
DS 1001*	Introduction to Political Science.....	3
ES 1000**	Perspectives on Healthful Living .....	2
SC 2690	Instrument Ground School.....	3
FT 2300	Flight/Instrument .....	3
SC 2110	Advanced Navigation & Meteorology .....	3
SC 2005	Aerospace and Air Travel .....	3
SC 1341	Survey of Physical Science II.....	3
SC 1341L	Physical Science Laboratory.....	1
		17
		16

The following credit shall be given if a student holds:

Private License	Commercial License	Instrument License
ASC 1000	ASC 1000	ASC 2690
ASC 1001	ASC 1001	AFT 2300
AFT 1100	AFT 1100	ASC 1000
	ASC 1100	ASC 1001
	AFT 2200	AFT 1100
		AFT 2200

AMH 2010 or POS 2041 may be substituted.

HES 2121 may be substituted.

## **Engineering Technology**

### **COMPUTER TECHNOLOGY (A.S. 08-126)**

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ACC 1001	Principles of Accounting I.....	3	
COC 1110	Introduction to Computers.....	3	
COC 1040	Structured Programming .....	3	
COP 1160	Programming RPG II.....		3
COP 1400	Basic Assembly Language.....		3
ECO 2000	Principles of Economics.....		3
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
MGF 1113***	General Education Math. Modules A, D, J .....	3	
POS 1001*	Physical Education.....		1
	Introduction to Political Science.....		3
		15	16

#### **SOPHOMORE YEAR**

COP 2120	Programming COBOL .....	3	
COP 2121	COBOL Applications .....		3
COP 2461	RPG II Applications .....	3	
COP 2301	Systems and Applications .....	3	
ETI 2633	Industrial Relationships .....		3
HES 1000	Perspectives on Healthful Living .....		2
MGF 1113***	General Education Math. Modules E, H, I .....	3	
	Physical Education.....		1
	Electives** .....	3	7
		15	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*Electives should be cleared with academic advisor.

\*\*\*Math modules may be taken in any sequence. Higher math may be substituted.

### **DRAFTING AND DESIGN TECHNOLOGY (A.S. 08-178)**

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
ENC 1103	Freshman Communications I.....	3		
PSC 1341	Survey of Physical Science II.....	3		
PSC 1341L	Physical Science Laboratory .....	1		
ARV 1100	Photography I.....	2		
	Physical Education.....	1		
EGN 1130C	Engineering Graphics I .....	2		
MTB 1321*	Technical Mathematics I .....	3		
EGN 1120C	Engineering Graphics II.....		3	
MTB 1322*	Technical Mathematics II .....		3	
SOC 1200	Introduction to the Social Sciences.....		3	
ETI 1411C	Manufacturing Processes .....		3	
ETD 1700	General Drafting I .....		3	
ETD 1701	General Drafting II .....			3
		15	15	

## SOPHOMORE YEAR

CN 2253C	Architectural Drafting .....	3
CN 1210	Construction Materials .....	3
TD 2801	Technical Illustration .....	3
TG 2530C	Properties of Material .....	4
DS 2041**	American National Government .....	3
NC 1136	Freshman Communications II .....	3
TD 2711C	Machine Drafting .....	2
TD 2450	Advanced Engineering Design .....	3
TI 2633	Industrial Relationships .....	3
ES 1000****	Perspectives on Healthful Living .....	2
	Physical Education .....	1
		16
		14

\*1104 or MAC 1144 may be substituted.

\*\*POS 1001 may be substituted.

\*\*\*ENC 1313 may be substituted.

\*\*\*\*HES 2121 may be substituted.

## ELECTRONICS TECHNOLOGY (A.S. 08-177)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction on research and development. At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
NC 1103	Freshman Communications I .....	3		
NC 1136	Freshman Communications II .....		3	
TD 1601C	Electrical Drafting .....		2	
TE 1010	DC Circuit Analysis .....	3		
TE 1010L	DC Circuit Analysis Lab .....	1		
TE 1020	AC Circuit Analysis .....		3	
TE 1020L	AC Circuit Analysis Lab .....		1	
TE 1100	Basic Electronics .....			3
TE 2633C	Logic Circuits .....		4	
HES 1400	Standard First Aid & Personal Safety .....	1		
MTB 1321**	Technical Mathematics I .....	3		
MTB 1322***	Technical Mathematics II .....		3	
OS 1001*	Introduction to Political Science .....	3		
	Physical Education .....	1		
		15	16	3

\*POS 2041 or AMH 2010 may be substituted.

\*\*MAC 1104 may be substituted.

\*\*\*MAC 1144 may be substituted.

## **Engineering Technology**

### **SOPHOMORE YEAR**

The student, after completing the 34 semester hours listed above, will have the following options. The student may select electronics option, in which either ETE 2420C microprocessors or ETE 2680C communications electronics may be elected, or the power option may be elected.

		<b>Option-Electronics</b>	<b>Fall</b>	<b>Winter</b>
ETE 2101C	Electronics I .....	4		
ETE 2122C	Electronics II.....		4	
ETE 2421C or	Communications Electronics .....			4
ETE 2680C	Microprocessors .....	(4)		
ETE 2514C	Advanced Electricity .....	4		
ETI 2633	Industrial Relationships .....			3
	Physical Education.....	1		
	Technical Electives .....	4		4
		<hr/>	13	<hr/> 15

### **Option-Power**

ETE 2101C	Electronics I .....	4		
ETE 2122C	Electronics II.....		4	
ETE 2210C	Servo-Mechanisms & Instrumentation .....		4	
SUR 2100C	Surveying I .....		4	
ETE 2541	Power Transmission .....	3		
ETE 2550C	DC/AC Dynamos.....	4		
ETG 2530C	Properties & Testing of Materials.....	4		
	Physical Education.....			1
		<hr/>	15	<hr/> 13

## **FIRE SCIENCE TECHNOLOGY (A.S. 08-195)**

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various fire service categories. A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Fire Science Technology courses.

Students in the Fire Science Program may receive 2 semester hours credit for EMT 1 by presenting a valid current state certificate to the department chairperson.

Eight semester hours credit will be awarded for EMT 2208 EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC I, if the student presents a valid current state certificate to the department chairperson.

### **FIRE SCIENCE COURSES**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
FFP 1000	Introduction to Fire Science Technology.....	3
FFP 1203	Fire Prevention .....	3
FFP 1600	Fire Apparatus and Equipment.....	3
FFP 1640	Fire Hydraulics .....	3
FFP 2300	Related Fire Codes and Ordinances .....	3
FFP 2320	Building Construction for Fire Protection .....	3
FFP 2100	Fire Administration.....	3
FFP 2240	Fire Investigation and Arson Detection .....	3
FFP 2500	Hazardous Materials .....	3
		<hr/>
		27

## Engineering Technology

### ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

CN 1272	Plans Interpretation .....	3
NC 1103	Freshman Communications I.....	3
NC 1136	Freshman Communications II .....	3
ES 1000*	Perspectives on Healthful Living .....	2
ES 1400**	Standard First Aid and Personal Safety .....	1
HI 1100	The Art of Thinking .....	3
AN 2100	Supervision-Human Relations .....	3
GF 1113***	General Education Math I .....	3
OS 2112	American State and Local Government .....	3
PC 1600	Fundamentals of Speech .....	3
OC 1200	Introduction to the Social Sciences.....	3
OS 1001****	Introduction to Political Science.....	3
	Physical Education.....	2
	Elective .....	3
		38

\*HES 2121 may be substituted.

\*\*A student holding a first aid instructor's course certificate may substitute an elective for HES 1400.

\*\*\*MAT 1002 may be substituted.

\*\*\*\*POS 2041 or AMH 2010 may be substituted.

### AND SURVEYING (A.S. 08-179)

The land surveying program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
SUR 2100C	Surveying I .....	4	
SUR 2500	Electronic & Geodetic Surveying .....		3
STD 2121C	Surveying Drawing .....		2
STD 1110C*	Introduction to Technical Drawing.....	2	
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
HES 1400	Standard First Aid and Personal Safety .....		1
	Physical Education.....		1
SOC 1200	Introduction to the Social Sciences.....	3	
MTB 1321**	Technical Math I .....	3	
MTB 1322**	Technical Math II .....		3
	Elective .....		3
		15	16

#### SOPHOMORE YEAR

SUR 2610C	Surveying II.....	4
SUR 2201C	Surveying III .....	4
SUR 2402	Subdivisions.....	3
SUR 2300C	Topography and Mapping.....	3
SUR 2330	Photogrammetry .....	3
SUR 2400	Legal Aspects of Surveying .....	3
SUR 2402	Land Surveys and Descriptions .....	3
	Physical Education.....	1
POS 1001***	Introduction to Political Science.....	3
	Elective**** .....	4
		16
		15

\*For those with previous drawing experience EGN 1130C is required.

\*\*MAT 1033 or higher math course may be substituted.

\*\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*ACC 1001 or BUL 2111 is recommended.

## **Engineering Technology**

### **CERTIFICATE PROGRAMS:**

#### **AIR CONDITIONING AND REFRIGERATION SPECIALISTS (CT. 08-182)**

A program designed to provide a broad background in air conditioning theory and practice.

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
ETE 1001C	Essentials of Electricity.....	4
ETM 1613C	Principles of Refrigeration .....	3
ETM 1610	Principles of Air Conditioning .....	3
ETM 1614C	Refrigeration Cycles .....	4
ETM 2630 or	Air Conditioning Systems.....	3
ETM 1612	Heating and Ventilating .....	(3)
MAN 2770	Small Business Management .....	3
ETD 1110C	Introduction to Technical Drawing .....	2
MTB 1321	Technical Math I .....	3
HES 1400	Standard First Aid and Personal Safety .....	1
ETM 1101	Introduction to Solar Energy .....	3
		29

#### **DRAFTING SPECIALIST (CT. 08-181)**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
ETD 1700	General Drafting I .....	3
EDT 1701	General Drafting II.....	3
EGN 1130C	Engineering Graphics I .....	2
EGN 1120C	Engineering Graphics II.....	3
HES 1400	Standard First Aid and Personal Safety .....	1
ETI 1411C	Manufacturing Processes .....	3
ETG 2530C	Properties and Testing of Materials.....	4
MTB 1321	Technical Math I .....	3
MTB 1322	Technical Math II .....	3
		25

#### **SURVEYOR'S AID (CT. 08-187)**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
SUR 2100C	Surveying I .....	4
SUR 2610C	Surveying II.....	4
ETD 2121C	Surveying Drawing .....	2
ETD 1110C	Introduction to Technical Drawing .....	2
HES 1400	Standard First Aid and Personal Safety .....	1
MTB 1321	Technical Math I .....	3
MTB 1322	Technical Math II .....	3
		19

## Engineering Technology

### COLLEGE PARALLEL PROGRAMS (A.A.)

#### BUILDING CONSTRUCTION (A.A. 08-185)

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000 or MUL 1011	Art Appreciation .....	3	
COC 1110	Music Appreciation .....	(3)	3
EGN 1130C	Intro. to Computers .....	3	
ENC 1103	Engineering Graphics I .....		2
ENC 1136	Freshman Communications I .....	3	
HES 1000*	Freshman Communications II .....		3
MAC 1104	Perspectives on Healthful Living .....		2
MAC 1144	College Algebra .....	3	
SOC 1200	Trigonometry and Analytic Geometry .....		3
	Physical Education .....	1	1
	Introduction to the Social Sciences .....	3	
	Electives .....		3
		16	14

#### SOPHOMORE YEAR

ACC 1001	Principles of Accounting I .....	3
BCN 2253C	Architectural Drafting .....	3
BCN 1210	Literature .....	3
BCN 2400	Building Construction Materials .....	3
MAC 2411	Construction Mechanics .....	3
PHY 2023	Calculus I .....	3
PHY 2048L	General Physics I .....	3
PHY 2024	General Physics I Laboratory .....	1
PHY 2049L	General Physics II .....	3
POS 1001**	General Physics II Laboratory .....	1
	Introduction to Political Science .....	3
	General Education Electives .....	3
		16
		16

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

### COMPUTER SCIENCE (A.A. 08-127)

#### (Business Option)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ACC 1001	Principles of Accounting I .....	3	
ACC 1021	Principles of Accounting II .....	3	
ARH 1000 or MUL 1011	Art Appreciation .....	3	
COC 1110	Music Appreciation .....	(3)	3
COP 1400	Introduction to Computers .....		3
ENC 1103	Basic Assembly Language .....		3
ENC 1136	Freshman Communications I .....		3
HES 1000	Freshman Communications II .....		3
MAC 1104	Perspectives on Healthful Living .....	2	
SOC 1200	College Algebra .....	3	
	Physical Education .....	2	
	Introduction to the Social Sciences .....	3	

## **Engineering Technology**

### **SOPHOMORE YEAR**

COP 2110	Mathematical Programming (Fortran IV).....	3
COP 2120	Programming COBOL .....	3
ECO 2013	Principles of Economics I.....	3
ECO 2023	Principles of Economics II .....	3
POS 1001*	Introduction to Political Science.....	3
PSY 2012	General Psychology.....	3
STA 2014	Statistics .....	3
	Literature.....	3
	Science** .....	6
	Elective .....	3
		<hr/>
		33

\*POS 2041 or AMH 2010 may be substituted.

\*\*Check with your academic advisor as to the upper division school you wish to attend as entry requirements vary from school to school.

### **COMPUTER SCIENCE (A.A. 08-127)**

#### **(Systems Option)**

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
COC 1110	Introduction to Computers .....	3
COC 1400	Basic Assembly Language.....	3
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
HES 1000	Perspectives on Healthful Living .....	2
MAC 1104	College Algebra.....	3
MAC 1144	Trigonometry & Analytic Geometry .....	3
	Physical Education.....	2
POS 1001*	Introduction to Political Science.....	3
SOC 1200	Introduction to the Social Sciences .....	3
STA 2014	Statistics .....	3
		<hr/>
		31

### **SOPHOMORE YEAR**

ARH 1000 or MUL 1011	Art Appreciation .....	3
COP 2110	Mathematical Programming (Fortran IV).....	(3)
COP 2121	Programming COBOL .....	3
MAC 2411	Calculus I.....	3
MAC 2412	Calculus II .....	3
PHY 2023**	General Physics I .....	3
PHY 2024**	General Physics II.....	3
PHY 2048L**	General Physics I Lab .....	1
PHY 2049L**	General Physics II Lab .....	1
PSY 2012	General Psychology.....	3
	Literature.....	3
	Elective .....	3
		<hr/>
		32

\*POS 2041 or AMH 2010 may be substituted.

\*\*Check with your academic advisor as to the upper division school you wish to attend as entry requirements vary from school to school.

**ENGINEERING (A.A. 08-176)**

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with necessary prerequisites for further technical studies, but so with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in his engineering career.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
HM 1045	General Chemistry I .....	3	
HM 1045L	General Chemistry I Laboratory .....	1	
HM 1046	General Chemistry II .....		3
HM 1046L	General Chemistry II Laboratory.....		1
GN 1130C	Engineering Graphics I .....	2	
GN 1120C	Engineering Graphics II.....		3
GN 1001	Engineering Problems & Orientation.....	1	
NC 1103	Freshman Communications I.....	3	
NC 1136	Freshman Communications II .....		3
JAC 1144	Trigonometry & Analytic Geometry .....	3	
JAC 2411	Calculus I.....		3
OC 1200	Introduction to the Social Sciences.....	3	
OS 1001*	Introduction to Political Science.....		3
		16	16

**SOPHOMORE YEAR**

RH 1000 or JUL 1011	Art Appreciation .....	3
HES 1000**	Music Appreciation .....	(3)
	Literature.....	3
	Perspectives on Healthful Living .....	2
JAC 2412	Calculus II .....	3
JAC 2413	Calculus III.....	4
JHY 2048	Physical Education.....	1
JHY 2048L	General Physics with Calculus I .....	3
JHY 2049	General Physics with Calculus I Lab .....	1
JHY 2049L	General Physics with Calculus II.....	3
	General Physics with Calculus II Lab.....	1
	Electives*** .....	3
		16
		15

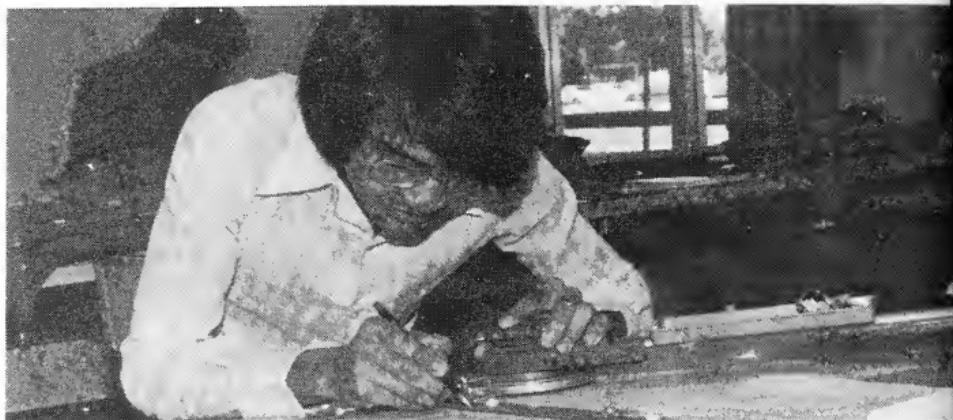
\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

\*\*\*COP 2110 is recommended as an elective.



## Engineering Technology



### INDUSTRIAL ARTS (A.A. 08-184)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelor's Degree in Industrial Art Education. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or	Art Appreciation .....	3
MUL 1011	Music Appreciation .....	(3)
EGN 1130C	Engineering Graphics I .....	2
EGN 1120C	Engineering Graphics II.....	3
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
HES 1000*	Perspectives on Healthful Living .....	2
AMH 2010	U.S. History to 1865.....	3
MAC 1104	Algebra .....	3
MAC 1144	Trigonometry & Analytic Geometry .....	3
SPC 1600	Physical Education .....	1
SOC 1200	Fundamentals of Speech .....	1
	Introduction to the Social Sciences.....	3
		15
		18

#### SOPHOMORE YEAR

ARV 1208	Graphic Arts I .....	3
BCN 2253C	Architectural Drafting .....	3
	Literature.....	3
BCN 1210	Building Construction Materials .....	3
PHY 2023	General Physics I .....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2024	General Physics II.....	3
PHY 2049L	General Physics II Laboratory .....	1
PSY 2012	General Psychology .....	3
	General Education Electives** .....	3
		16
		16

\*HES 2121 may be substituted.

\*\*Suggested electives: ART 1110, ART 1111, SES 1100, EDF 1005, PHI 1100, EGC 2120.

## COURSE DESCRIPTIONS

### Automotive:

#### **AER 1000 INTEGRATED AUTOMOTIVE SYSTEMS**

Theory related instruction to supplement apprenticeship training on-the-job. An introductory course in auto technology, designed for automotive apprentices, that provides theory for foundation in the field of automotive technology. 2-2-3\*

#### **AER 1004 POWER PLANT OVERHAUL THEORY**

Theory related instruction to supplement the apprentice's on-the-job training. Instruction in the theoretical procedures necessary to completely rebuild an automotive engine. Includes the disassembly and assembly techniques, along with the restoring of tolerances by the machining of engine components. 2-2-3\*

#### **AER 1100 AUTO ELECTRICAL SYSTEMS**

Theory related instruction to supplement the apprentice's on-the-job training. A study of the basic electrical systems found in automotive equipment. Topics include lighting systems, schematic troubleshooting, power assist systems and wiring harnesses. 2-2-3\*

#### **AER 1112 ADVANCED ENGINE DIAGNOSIS**

Theory related instruction to supplement the apprentice's on-the-job training. A continuation of AER 1000 with special emphasis on advanced diagnosis, testing, and repair procedure. The theoretical application of the chassis dynamometer, HC/CO testers, and oscilloscopes is stressed. 2-2-3\*

#### **AER 1120 STEERING AND SUSPENSION SYSTEMS**

Theory related instruction to supplement the apprentice's on-the-job training. Theoretical study of steering systems (both power and manual), suspension systems, and wheel alignment. Suspension, front end, and steering repair and alignment is stressed. 2-2-3\*

#### **AER 1121 BRAKE SYSTEMS AND CHASSIS REPAIR**

Theory related instruction to supplement the apprentice's on-the-job training. Related trade theory of servicing brake systems, window regulators, seat mechanisms, exhaust systems, and other chassis accessories. Instruction includes delivery and road test procedures. 2-2-3\*

#### **AER 1131 TRANSMISSION AND DRIVE SYSTEMS**

Theory related instruction to supplement apprentice's on-the-job training. A study of automatic transmissions, clutches, standard transmissions, overdrives, propeller shafts, and drive axles. Includes theory of operation, diagnosis, maintenance and repair. 2-2-3\*

#### **AER 1162 AUTOMOTIVE PARTS AND SERVICE DEPARTMENT MANAGEMENT**

Theory related instruction to supplement the apprentice's on-the-job training. An in-depth study of parts numbering, storage, cataloging, retrieval, ordering, and stocking management techniques. Other topics include marketing techniques, financial analysis, personnel management, work scheduling and distribution, and use of pricing manuals. 2-2-3\*

#### **AER 1171 HEATING AND AIR CONDITIONING THEORY**

Theory related instruction to supplement the apprentice's on-the-job training. Instruction in the theory of automotive heating and air-conditioning systems with emphasis placed on the basic air-conditioning cycle. 2-2-3\*

Lecture-Lab-Credit Hours

## **Engineering Technology**

- AER 1940 APPRENTICE EXPERIENCE I**
- AER 1941 APPRENTICE EXPERIENCE II**
- AER 1942 APPRENTICE EXPERIENCE III**
- AER 2940 APPRENTICE EXPERIENCE IV**
- AER 2941 APPRENTICE EXPERIENCE V**
- AER 2942 APPRENTICE EXPERIENCE VI**

Credit will be granted to an apprentice who satisfactorily completes a term of training on the job. One credit each term.

## **Aeronautical Studies**

### **ASC 1000 INTRODUCTION TO AVIATION GROUND SCHOOL**

A survey course designed to familiarize the new aviation student with opportunities available in the field of aviation and to introduce basic information required to become a pilot. 2-0-2\* (offered Fall & Winter terms)

### **ASC 1001 PRIVATE PILOT GROUND SCHOOL**

(Prerequisite: ASC 1000) A study of all the theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the F.A.A. Private Pilot written examination. 3-0-3\* (offered Winter term)

### **ASC 1100 COMMERCIAL/INSTRUMENT PILOT GROUND SCHOOL**

(Prerequisite: ASC 1001) An advanced study of aircraft performance, theory of flight, navigation, air traffic control and FARS, with emphasis on advanced flying techniques in preparation for passing the F.A.A. Commercial Pilot written examination and a preview of material on the instrument examination. 3-0-3\* (offered Fall term)

### **ASC 1640 PROPULSION SYSTEMS**

An investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3\* (offered Fall term)

### **ASC 2005 AEROSPACE AND AIR TRAVEL**

(Prerequisite: ATF 1000) A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3\* (offered Winter term)

### **ASC 2110 ADVANCED NAVIGATION AND METEOROLOGY**

(Prerequisite: ASC 1001) An advanced study of navigation procedures emphasizing radio and electronic navigation. Part of the course will deal with weather theory and interpretation for the advanced pilot. 3-0-3\* (offered Winter term)

### **ASC 2550 AERODYNAMICS**

A study of physical principles involved in flight. The theory of airflow, airfoils and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. 3-0-3\* (offered Winter term)

### **ASC 2690 INSTRUMENT GROUND SCHOOL**

(Prerequisite: ASC 1100) A continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Prepares student for F.A.A. instrument examination. 3-0-3\* (offered Winter term)

\*Lecture-Lab-Credit Hours

**Aviation Technology Flight**

**TF 1000 FLIGHT—BASIC**

(Co-requisite: ASC 1000) A scientific introduction to flight, through actual flight experience and lectures held by a qualified flight instructor. Course includes 10 hours of dual flight instruction. This course will place the student in a more favorable position to qualify for the private pilot's certificate. 1-2-2\*

**TF 1100 FLIGHT—PRIVATE**

F.A.A. Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight. To successfully pass the F.A.A. examination, appropriate ground school should be included. 3-0-3\*

**TF 2200 FLIGHT—COMMERCIAL**

F.A.A. Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual flight instruction, and the balance solo flight time. Several flight hours may be saved by attending a F.A.A. approved ground and flight school. The student is given examinations in both flight and ground subjects by the F.A.A. Three semester hours credit.

**TF 2300 FLIGHT—INSTRUMENT**

For an instrument rating, the F.A.A. requires at least 200 hours of pilot flying time, plus 20 hours of instrument instruction, and 20 hours of pilot instrument time, with appropriate ground school. F.A.A. Flight and Ground examinations must be passed. Three semester hours credit.

OTE: All students enrolling in the Commercial Pilot Technician A.S. Degree program Palm Beach Junior College must follow the procedure below to receive credits for ght courses required to complete the A.S. Degree.

1. All flight time must be logged and certified by an appropriate F.A.A. certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for part 61 or part 141 FAR's must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the F.A.A.
4. Written proof of passing the required F.A.A. check ride must be submitted to the instructor or department chairperson before credit may be granted for the following courses: ATF 1100, ATF 2200, ATF 2210 and ATF 2300.
5. Proof of passing the appropriate F.A.A. written examination with a mark of 85% or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the instructor or department chairperson. ASC 1000, ASC 1100, and ASC 2690.

order to qualify for reduced flight time requirements under part 141, the student ust take flight training from an approved flight school and ground training from an apoved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select and the college-offered courses will serve to meet the 1 ground school requirements.

**TF 1600 BASIC INSTRUMENT FLIGHT SIMULATOR LAB - new course**

Fifteen class hours required for FAA credit. This course consists of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques. One hour credit.

**TF 2605 BASIC INSTRUMENT FLIGHT ADVANCED SIMULATOR LAB - new course**

Fifteen class hours required for FAA credit. This is a continuation of skill development in simulator flight with emphasis on introduction to navigation systems and problems. One hour credit.

**TF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR LAB - new course**

Twenty class hours required for FAA credit. Advanced simulator lab is designed to get the student proficient in all forms of cross-country IFR and approach IFR flight. Fifteen hours is creditable toward FAA flight instructor requirements; five hours toward instrument flight time requirements. One hour credit.

The courses ATT 1600, ATT 2605, and ATT 2610 require department chairperson or course instructor approval prior to registration.

ecture-Lab-Credit Hours

## **Engineering Technology**

### **Building Construction**

#### **BCN 1210 BUILDING CONSTRUCTION MATERIALS**

(Co-requisite: BCN 2253C) Sources, properties, and uses of construction materials. 3-0-3\* (offered Fall term)

#### **BCN 1272 PLANS INTERPRETATION**

A course designed to develop the student's ability to read and interpret working drawing and specifications as used in the construction industry. 3-0-3\*

#### **SUR 1001 PROJECT LAYOUT**

A study of the elementary theory and practice of plane surveying including taping, differential and profile leveling, cross sectioning, earthwork computing transit, standia, and transit-tape surveying. 3-0-3\*

#### **BCN 1616 ADVANCED CONSTRUCTION ESTIMATING**

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. 3-0-3\*

#### **BCN 1740 CONSTRUCTION LAW**

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor; materialmen and mechanics lien law; bonds; labor law; O.S.H.A.; Workmans Compensation taxes; and other statutes and ordinances regulating contractors. 3-0-3\*

#### **BCN 1750 CONSTRUCTION FINANCE**

A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, business loans, and insurance. 3-0-3\*

#### **BCN 2220 CONSTRUCTION MATERIALS AND METHODS**

Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. 3-0-3\*

#### **BCN 2253C ARCHITECTURAL DRAFTING**

(Prerequisite: ETD 1110C or EGN 1130C or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings, foundations floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. 1-5-3\* (offered Fall term)

#### **BCN 2400 CONSTRUCTION MECHANICS**

(Prerequisite: PHY 2023; co-requisite MAC 2411) The study of external forces, thrust analysis and geometric properties of members as applied to the design of structure. 3-0-3\* (offered Winter term)

#### **BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE**

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability, morale motivation, grievances, human relations, leadership, and incentive as encountered in building construction. 3-0-3\*

#### **BCN 2765 CONTRACTS, SPECIFICATIONS, CODES, AND ESTIMATES AND COSTS**

A course designed to teach the methods and procedures of consummating an engineering contract with code and cost limitations. 3-0-3\*

\*Lecture-Lab-Credit Hours

**CN 2941 BUILDING CONSTRUCTION EXPERIENCE**

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. 4-0-4\*

**Computer Concepts**

**OC 1040 STRUCTURED PROGRAMMING**

(Prerequisite: COC 1110) This course teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudo-code, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through. 3-0-3\* (offered Fall & Winter terms)

**OC 1110 INTRODUCTION TO COMPUTERS**

This course is intended for students with no previous data processing experience. Topics include basic computer theory, file storage media, input-output devices, binary and hexa-decimal number systems. A short study of BASIC is included. 3-0-3\* (offered Fall, Winter & Spring terms) (Replaces COC 1300)

**OC 2301 SYSTEMS AND APPLICATIONS**

A course which utilizes system analysis techniques for the solution of business data processing problems. It will include modern analysis techniques such as decision tables, CPM, PERT, as well as value analysis methods. It will also illustrate information theory concepts and how data base and data management techniques can be employed. 3-0-3\* (offered upon demand)

**OC 2930 SPECIAL TOPICS IN DATA PROCESSING**

(Prerequisite: Permission of instructor) This course will focus on advanced and specialized topics in data processing that would be of interest to advanced students and persons already employed in the data processing community. 3-0-3\* (offered upon demand)

**Computer Programming**

**OP 1160 PROGRAMMING RPG II**

(Prerequisite: COC 1110) RPG II (Report Program Generator) is a problem-oriented programming language designed essentially to obtain data from single or multiple files, perform calculations and table lookup as required and write reports and/or update files. Students will solve elementary to moderately complex business problems. 2-2-3\* (offered Winter term) (Replaces COP 2400C)

**OP 1400 BASIC ASSEMBLY LANGUAGE**

(Prerequisite: COC 1110) This course introduces basic concepts in computer programming using a low level machine-oriented language covering the architecture, channels, registers I/O devices, instructions and data manipulation of the IBM 370 System. 2-2-3\* (offered Winter term) (Replaces COP 2401C)

**OP 2110 MATHEMATICAL PROGRAMMING (Taught in Mathematics Department)**

(Prerequisite: MAC 1104 or higher) This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 2-0-2\* (offered Fall, Winter & Spring terms)

**OP 2120 PROGRAMMING COBOL**

(Prerequisite: COC 1110) COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies. 2-2-3\* (offered Fall term)

## **Engineering Technology**

### **COP 2121 COBOL APPLICATIONS**

(Prerequisite: COP 2120) Advanced study in the techniques of programming using the ANS COBOL language. Structured Programming Techniques are emphasized through the course. Programs will be entered into the IBM System 37 Computer by means of CRT terminals. 2-2-3\* (offered Winter term)

### **COP 2461 RPG II APPLICATIONS**

(Prerequisites: COC 1110 and COP 1160C) This course deals with advanced high level RPG II (Report Program Generator) programming concepts and technique. After the student has completed the study of the material contained in the course, he should have a firm foundation in the concepts of programming in RPG II and should be capable of solving a wide variety of business type problems. 2-2-3\* (offered Fall term)

## **Engineering: General**

### **EGN 1001 ENGINEERING PROBLEMS AND ORIENTATION**

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\* (offered Fall term)

### **EGN 1120C ENGINEERING GRAPHICS II**

(Prerequisite: or co-requisite: EGN 1130C) This course is the application of the principles learned in EGN 1130C, for the preparation of engineering working drawings which include in addition to orthographic projection, dimensioning, tolerancing sectional views, and threads and fasteners. Inking, design principles, charts and graphs are also included. 1-5-3\* (offered Fall, Winter & Spring)

### **EGN 1130C ENGINEERING GRAPHICS I**

(Prerequisite: ETD 1110C or one year senior high school drafting or its equivalent) This course deals with the study of spatial relations, and analysis of points, lines and surfaces (Descriptive Geometry), as a form of engineering communication. Manipulation of vectors and techniques of graphical solutions are also included. 1-3-2\* (offered Fall, Winter, & Summer)

### **EGN 2312 STATICS**

(Prerequisites: PHY 2023 and MAC 2411) This course deals with the principles of mechanics; force systems; coplanar and noncoplanar; concurrent and nonconcurrent; equilibrium; distributed forces moments of inertia; and structures. 3-0-3\* (offered Winter term)

## **Engineering Technology: Drafting**

### **ETD 1110C INTRODUCTION TO TECHNICAL DRAWING**

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2\* (offered all terms)

### **ETD 1501C DRAFTING FOR AIR CONDITIONING**

(Prerequisite: ETD 1110C or high school drafting or experience) This course is designed to give students of the air-conditioning technology program a basic knowledge of architectural structure and drawing surface developments for duct work and electrical schematics. 1-3-2\* (offered Winter term)

\*Lecture-Lab-Credit Hours

### **1601C ELECTRICAL DRAFTING**

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. 1-3-2\* (offered Winter term)

### **1700 GENERAL DRAFTING I**

(Co- or prerequisite: EGN 1120C) This course is designed to extend drafting principles and techniques into a variety of industrial and engineering related fields; e.g., electrical, topographical, piping, etc. 1-5-3\* (offered Winter term)

### **1701 GENERAL DRAFTING II**

(Co- or prerequisite: EGN 1120C) A continuation of ETD 1700, including sheetmetal, welding and structural. 1-5-3\* (offered Spring term)

### **2121C SURVEYING DRAWING**

(Prerequisite: SUR 2100C and ETD 1110C or suitable experience) An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles and cross-sections. 1-3-2\* (offered Winter term)

### **2450 ADVANCED ENGINEERING DESIGN**

(Co- or prerequisite: ETD 2711) A study of principles, practices and standards of machine drafting in original design as applied to industrial processes. Topics include jig and fixture design; punch and die set design; gauging; and selected advanced project. 1-5-3\* (offered Winter term)

### **2711C MACHINE DRAFTING**

(Prerequisite: EGN 1120C) A study of principles, practices and standards of machine drafting as applied to power transmission. Topics include: basic drive units, couplings, bearings, seals, cams, lankages, actuators and fluid power. Industrial catalogs and publications are used in design problems. 1-3-2\* (offered Winter term)

### **2801C TECHNICAL ILLUSTRATION**

(Prerequisite: EGN 1120C or consent of instructor) This course deals primarily with translation of ortho-graphic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1-5-3\* (offered Fall term)

## **Engineering Technology: Electrical**

### **1001C ESSENTIALS OF ELECTRICITY**

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-2-4\* (offered Fall term)

### **1010 DC CIRCUIT ANALYSIS**

(Co-requisites: ETE 1010L and MTB 1323). No prior knowledge of electricity is assumed; however, a working knowledge of basic high school algebra is developed and stressed. Students who are especially weak in math should consider taking remedial math in the Math Lab before enrolling in ETE 1010.

This course is an in-depth study (at the precalculus level) of the circuit properties of resistance, capacitance and inductance in DC circuits. Topics covered include Ohms and Kirchhoff's Laws, series and parallel networks, network theorems, magnetic circuits, and DC instruments. The lectures stress theoretical understanding and algebraic and numeric solutions to practical word problems. Laboratory work closely parallels the lectures stressing the practical application of theory. 3-0-3\* (offered Fall term)

## **Engineering Technology**

### **ETE 1010L DC CIRCUIT ANALYSIS LABORATORY**

(Co-requisite: ETE 1010). Laboratory to accompany ETE 1010. 0-2-1\* (offered Fall term)

### **ETE 1020 AC CIRCUIT ANALYSIS**

(Prerequisite: ETE 1010; co-requisites: ETE 1020L, MTB 1322). The prerequisite course ETE 1010 deals with DC circuits; this course carries the analysis on to AC circuits. Topics covered include series and parallel AC networks, network theorems applied to AC, power, resonance, and transformers. The lectures stress theoretical understanding and algebraic and numeric solutions to practical word problems. Laboratory work closely parallels the lectures, reinforcing the practical measurement of networks, and develops skills in the proper use and interpretation of sophisticated test equipment. 3-0-3\* (offered Winter term)

### **ETE 1020L AC CIRCUIT ANALYSIS LABORATORY**

(Co-requisite: ETE 1020L). Laboratory to accompany ETE 1020. 0-2-1\* (offered Winter term)

### **ETE 1100 BASIC ELECTRONICS**

(Prerequisite: ETE 1020). This course is a study of semi-conductor theory, junctions, diode equivalent circuits, bipolar transistors and transistor biasing circuits. A simplified mathematical approach is stressed in all calculations so that a physical understanding of the circuit may be realized. 3-0-3\* (offered Spring)

### **ETE 2102C ELECTRONICS I**

(Prerequisite: ETE 1100). This course is a continuation of semi-conductor transistors and covers AC equivalent circuits, small signal amplifiers, class A and B amplifiers, field-effect transistors and analysis. A simplified mathematical approach is stressed so the student will have thorough understanding of the circuit. 3-2-4\* (offered Fall term)

### **ETE 2122C ELECTRONICS II**

(Prerequisite: ETE 2102C). This is an advanced semi-conductor course covering frequency and bandwidth of transistor amplifiers, differential and operational, integrated circuits, feedback oscillators, Harmonic distortion, frequency mixing and modulation. A simplified mathematical approach is stressed in order for the student to understand the circuits. 3-2-4\* (offered Winter term)

### **ETE 2210C SERVO—MECHANISM AND INSTRUMENTATION**

(Prerequisite: ETE 2514C or permission of instructor). This is a study of a complete system function and its component parts. Mathematics is introduced only in sufficient depth to help the student fully understand how a system transfer function is used in frequency response testing. Topics covered are precision potentiometers, resolvus, transducers, synchros, mechanical electrical characteristics, servo motors and generators, stability and frequency response of servo systems. 3-2-4\* (offered Winter term and sufficient enrollment)

### **ETE 2421C COMMUNICATION ELECTRONICS**

(Prerequisite: ETE 2122C). This course is a continuation of electronics, designed to enable students to pass the first class FCC license. It covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. 3-2-4\* (offered Winter term)

### **ETE 2514C ADVANCED ELECTRICITY**

(Prerequisites: ETE 1020, ETE 1020L). This course is a continuation of network analysis and a study of DC and AC motors and generators. Topics covered are: network theorems, loop and nodal analysis, mutual coupled circuits, hybrid parameters, three-phase circuit analysis, and motors and generators. 3-2-4\* (offered Fall term)

### **ETE 2541 POWER TRANSMISSION**

(Prerequisite: ETE 2514C or ETE 2550C) This course is a study of the theory and application of electrical equipment used in the generation, transmission and

\*Lecture-Lab-Credit Hours

## **Engineering Technology**

distribution of electric power with emphasis on distribution equipment, (Generators, substation, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3\* (offered upon demand)

### **2550C DC AND AC DYNAMOS**

(Prerequisite: ETE 1020). This course is a study of DC and AC motors and generators. Topics covered are electro-mechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly and single phase motors, 2 and 3 phase systems and transformers. 3-2-4\* (offered Fall term and sufficient enrollment)

### **2633C LOGIC CIRCUITS**

There are no prerequisites; however, a knowledge of basic DC theory would be helpful. This course is a study of digital logic devices and systems included in SSI and MSI technology. Topics covered include number system; binary arithmetic; boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND, and NOR gates and FF's; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory. 3-2-4\* (offered Winter term)

### **2680C MICROPROCESSORS**

(Prerequisite: ETE 2633C or permission of instructor). The microprocessor is rapidly taking over many of the functions previously done exclusively the "hard wired logic" methods dealt with in the prerequisite course ETE 2633C. This course deals with how microprocessor chips can be linked with appropriate peripheral IC's to accomplish any logic function from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis will be on the use of the microprocessor as a controller rather than as a data processor. Topics covered include: the logic of the microprocessor chip, bussing, memory, programming, interfacing, A/D and D/A conversion, and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment. 3-2-4\* (offered Winter term)

### **1949 CO-OP: TECHNOLOGY I**

Co-Op Education in technology is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job technology assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **2530C PROPERTIES AND TESTING OF MATERIALS**

(Prerequisite: ETI 1411C) Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\* (offered Fall term)

### **2910 TECHNICAL PROBLEMS**

(Prerequisites: SUR 2610C, ETD 2121C, SUR 2330; or suitable experience) A guided self study into a specialty area of land surveying. Student has an option of stereo plotter operation, advanced drafting, control surveys and adjustments, sectional surveys, computer programming of surveying problems, or other approved specialties. 3-0-3\* (offered upon demand)

### **2949 CO-OP: TECHNOLOGY II**

This is a continuation of ETG 1949. 1-10-3\*

ture-Lab-Credit Hours

## **Engineering Technology**

### **Engineering Technology: Industrial**

#### **ETI 1411C MANUFACTURING PROCESSES**

This course is designed to provide a background of knowledge covering various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation introduced and information is presented to acquaint the student with modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-2-3\* (offered Winter term)

#### **ETI 2633 INDUSTRIAL RELATIONSHIPS**

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Person Data Sheet" and techniques of applying for a job. 3-0-3\* (offered Winter term)

## **Engineering Technology: Mechanical**

#### **ETM 1101 INTRODUCTION TO SOLAR ENERGY**

A survey course designed to familiarize the student with the contributions of the sun's energy. Emphasis will be placed on solar developments prior to the ISIS current practical application, emerging developments, and current status of the solar industry. 3-0-3\* (offered Fall term)

#### **ETM 1610 PRINCIPLES OF AIR CONDITIONING**

Psychometrics of air, calculations of heat loads and conditional air supply. 3-0-3\* (offered Fall term)

#### **ETM 1612 HEATING AND VENTILATING**

A study of various types of heating and ventilating equipment for comfort heating; the selection and application of domestic and commercial components. 3-0-3\* (offered Winter term)

#### **ETM 1613 PRINCIPLES OF REFRIGERATION**

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-0-3\* (offered Fall term)

#### **ETM 1614C REFRIGERATION CYCLES AND EQUIPMENT**

(Prerequisite: ETE 1001C, ETM 1613C) Theory of operation of domestic and commercial refrigeration equipment. 2-2-3\* (offered Winter term)

#### **ETM 2103 SOLAR RADIATION AND COLLECTORS**

(Prerequisites: ETM 1610, ETM 1613). Many factors affect the amount of solar energy that reaches the earth's surface. This course will study available solar radiation and its relationship to the collecting process. 2-2-3\* (offered Winter term)

#### **ETM 2630 AIR CONDITIONING SYSTEMS**

(Prerequisite: ETM 1610C) A study of the various types of air conditioning systems and their application. 3-0-3\* (offered Fall term)

#### **ETM 2633 COMMERCIAL REFRIGERATION SYSTEMS**

(Prerequisite: ETM 1614C) Commercial refrigeration systems and their related technical fields. 3-0-3\* (offered Fall term)

#### **ETM 2650C CONTROL SYSTEMS FOR REFRIGERATION**

(Prerequisite: ETM 1610C, ETM 1614C) Design, selection, application, and troubleshooting of refrigeration and air conditioning systems. 3-2-4\* (offered Fall term)

\*Lecture-Lab-Credit Hours

## 2660C AIR DISTRIBUTION AND LAYOUT

(Prerequisite: ETM 1610C, ETD 1501C) Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-4-4\* (offered Winter term)

## 2671C REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: ETM 2633) Installation, operation, balancing, and troubleshooting refrigeration problems in air conditioning. 2-2-3\* (offered Winter term)

## 2750C PLANNING OF AIR CONDITIONING SYSTEMS

Practice in planning and estimating various types of air conditioning systems. 2-2-3\* (offered Fall term)

## e Fighting and Protection

### P 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY

Philosophy and history of fire service; organization and functions of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3\*

### P 1203 FIRE PREVENTION

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3\*

### P 1600 FIRE APPARATUS AND EQUIPMENT

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3\*

### P 1640 FIRE HYDRAULICS

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3\*

### P 2100 FIRE ADMINISTRATION

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule, and maintenance of buildings and equipment. 3-0-3\*

### P 2240 FIRE INVESTIGATION AND ARSON DETECTION

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary.) This course outlined to cover: detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedure. 3-0-3\*

### P 2300 RELATED FIRE CODES AND ORDINANCES

(Prerequisite: FFP 1200) Familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3\*

### P 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Fundamental building construction and design; fire protection features; special considerations. 3-0-3\*

### P 2500 HAZARDOUS MATERIALS (Will replace chemistry in Fire Science program)

This course is a study of types of chemicals and processes, storage and transportation of chemicals, hazards of radioactive materials and precautions to be taken in fire fighting involving hazardous materials. It is a review of federal, state and local laws pertaining to such materials. 1 credit hour. (offered upon demand)

## **Engineering Technology**

### **\*\*IDS 2140 HISTORY OF TECHNOLOGY II (Institutional Credit Only)**

(Prerequisite: IDS 2154) Offered subject to permission of department chairperson. This independent study course familiarizes the student with a number of transportation devices which have contributed to man's progress through the ages. 1-0-1\* (offered upon demand)

### **\*\*IDS 2142 HISTORY OF TECHNOLOGY III (Institutional Credit Only)**

Offered subject to permission of department chairperson. This independent study course acquaints the student with man's search for food and its production. Students will learn how technology has improved the food supply of the world and contributed to the high standard of living enjoyed today. 2 credit hours (offered upon demand)

### **\*\*IDS 2154 HISTORY OF TECHNOLOGY I (Institutional Credit Only)**

Offered subject to permission of department chairperson. This independent study course acquaints the student with the creative forces which man has developed to control his environment. 1 credit hour. (offered upon demand)

## **Mathematics: Technology**

### **MTB 1321 TECHNICAL MATHEMATICS I (Taught in Engineering Department)**

This course and MTB 1322 form a sequence to be offered to those technology majors who do not qualify for MAC 1104. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\* (offered Fall & Winter terms)

### **MTB 1322 TECHNICAL MATHEMATICS II (Taught in Engineering Department)**

(Prerequisite: MTB 1321 or MAT 1003 or MAT 1002) This is the second course in the sequence offered to those technology majors who do not qualify for MAC 1104. Topics included are as follows: trigonometry of right angles, computation involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours

\*\*See personalized system of instruction in index.



## **Engineering Technology: Civil**

### **1001 PROJECT LAYOUT**

A study of the elementary theory and practice of plane surveying including taping, differential and profile leveling, cross sectioning, earthwork computing, transit, stadia, and transit-tape surveying. 3-0-3\*

### **2100C SURVEYING I**

(Co-requisite: MTB 1321) This course is an introduction to the profession of land surveying. It covers field measurement techniques; use of the surveyor's transit; taping procedures and leveling; notekeeping; note reduction; and associated computations. 2-4-4\*

### **2201C SURVEYING III**

(Prerequisite: SUR 2610C) This course is a study of elements of route surveying and design; transportation systems; reconnaissance; preliminary; location surveys; circular curves; vertical curves; spirals; earthwork; mass diagram; superelevation; and sight distances. 2-4-4\* (offered Winter term)

### **2300C TOPOGRAPHY AND MAPPING**

(Prerequisite: SUR 2100C and ETD 2121 or suitable experience) A study of the field and drafting techniques of map construction; control surveys; detail surveys; transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross section field work and drafting; earthwork computations; and map reproduction techniques. 2-3-3\* (offered Fall term)

### **2330 PHOTOGRAHAMETRY**

(Prerequisite: SUR 2100C or suitable experience) A study of the geometrical characteristics of photographs and photogrammetric equipment; flight planning and control; photogrammetric measurements; rectification; radial line plotting; parallax measurements; and stereo plotter operation. 3-0-3\* (offered Fall term)

### **2400 LEGAL ASPECTS OF SURVEYING**

(Prerequisite: SUR 2100C or suitable experience) A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions; property transfer; resurveys; subdivision plats; surveyor in court; and water boundaries. 3-0-3\* (offered Fall term)

### **2402 LAND SURVEYING AND DESCRIPTIONS**

(Prerequisite: SUR 2400 and SUR 2610C or suitable experience) A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys (including all associated computations). 3-0-3\* (offered Winter term)

### **2460 SUBDIVISIONS**

(Co- or prerequisite: ETD 2121C and SUR 2201C or suitable experience) A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering; meaning of legal parts; and current plat laws and regulations. 3-0-3\* (offered Winter term)

### **2500 ELECTRONIC AND GEODETIC SURVEYING**

(Prerequisite: SUR 2620C) EDM theory; calibration; state plane coordinates; practical astronomy, azimuth, time, latitude, line of position; least squares, applications. 3-0-3\* (offered Winter term)

### **2610C SURVEYING II**

(Prerequisite: SUR 2100C or suitable experience) Errors and error analysis; precision specifications design; traverse computations; adjustment methods; area; missing elements; line and curve intersections; precise leveling; angle and distance measurements. 2-4-4\* (offered Winter term)

# **Law Enforcement, Corrections, Security and Loss Prevention**

**FACULTY:** Macy (Chairperson), Dooies, Shackelford

**MAJORS:** Law Enforcement, Corrections, Security and Loss Prevention

**COURSE PREFIXES:** CCJ, CJT

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for criminal justice personnel which are greater in both magnitude and complexity than those which they have faced before.

The degree programs in law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A number of related Law Enforcement, Corrections, Security, and Criminal Justice career fields are open to the graduate of the types of police, corrections, and security programs listed below. There is no discrimination on the ground of race, color, sex, religion or national origin.

## **LAW ENFORCEMENT (A.S. 19-425)**

This course of study is open to both men and women students and provides a modern approach to the field of Criminal Justice with considerable specialized study in the field of Law Enforcement, including relations with the police, courts, correctional agencies in the total administration of criminal justice. This program provides a modern approach for beginning employment in the various criminal justice fields, with knowledge and understanding necessary to operate effectively in the field of law enforcement. The program as recommended below leads to graduation with an Associate in Science Degree in Law Enforcement, which will enable a student to transfer to a senior university in order to obtain a Bachelor's Degree.

	<b>SEMESTER HOURS CREDIT</b>
Communications:	ENC 1103, ENC 1136 . . . . . 6
Mathematics:	MGF 1113 or higher math . . . . . 3
Science:	Biology, Conservation, Physical Science, Chemistry. . . . . 6
Humanities:	Literature . . . . . 3
	ARH 1000 or MUL 1011 . . . . . 3
Social Science:	SOC 1200, POS 1001 or POS 2041 or AMH 2010 . . . . . 6
Physical Education: (Exceptions: adults over 35, veterans, evening students)	. . . . . 2
Health:	. . . . . 2
Electives:	. . . . . 13
Criminal Justice:	<u>18</u> 62

## Law Enforcement

**OTE:** Students desiring to continue their college education at a senior university must complete at least 36 hours of General Education subjects. Any substitution of courses for the Law Enforcement Degree program must be approved by the department chairperson. A minimum of 18 hours in any of the criminal justice courses listed below must be completed to earn the A.S. Degree in Law Enforcement.

### CRIMINAL JUSTICE COURSES

COURSE	TITLE	HOURS
CCJ 1100	Introduction to Law Enforcement.....	3
CCJ 1410	Police Administration I .....	3
CCJ 1420	Police Administration II .....	3
CJT 2100	Criminal Investigation .....	3
CCJ 2270	Law of Arrest, Search & Seizure .....	3
CCJ 2210	Criminal Law.....	3
CCJ 2230	Laws of Evidence .....	3
CJT 2140*	Introduction to Criminalistics .....	3
CJ 2500	Juvenile Delinquency .....	3
CJ 2905	Issues in Criminal Justice.....	3
CJ 1300	Introduction to Corrections .....	3
CJ 2450	Management Supervision in the Criminal Justice Field .....	3
CJ 1949**	CO-OP: Criminal Justice I.....	4

### RECOMMENDED ELECTIVES

ECO 2013	Principles of Economics I .....	3
IES 1400	Standard First Aid and Personal Safety .....	1
AMH 2010	U.S. History to 1865.....	3
AMH 2020	U.S. History from 1865 .....	3
HI 1100	Art of Thinking .....	3
OS 2041	American National Government.....	3
OS 2112	State and Local Government .....	3
SY 2012	General Psychology.....	3
EGC 2120	Personality Development.....	3
SPC 1600	Fundamentals of Speech .....	3
ANT 2000	Introduction to Anthropology .....	3
SOC 2000	Introduction to Sociology .....	3
SOC 2020	American Social Problems.....	3

\*Prerequisite and/or co-requisite CJT 2100 or CCJ 2230.

\*\*Co- or prerequisite: CCJ 1100, CCJ 1410.



## **Law Enforcement**

### **CORRECTIONS (A.S. 19-426)**

Provides a modern approach to the field of Criminology with considerable specialized study in the field of Corrections, including emphasis on relations with the police courts, and other public agencies in the total administration of Criminal Justice. This program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. The program as recommended below leads to graduation with an Associate in Science Degree in Corrections which will enable a student to transfer to a senior university in order to obtain a Bachelor's Degree.

	<b>COURSE</b>	<b>HOURS CREDIT</b>
Communications:	ENC 1103, ENC 1136 .....	6
Mathematics:	MGF 1113 or higher math .....	3
Science:	Biology, Conservation, or Physical Science or Chemistry .....	6
Humanities:	Literature .....	3
	ARH 1000 or MUL 1011 .....	3
Social Science:	SOC 1200, POS 1001 or POS 2041 or AMH 2010 .....	6
Physical Education: (Exceptions: adults over 35 years, veterans, evening students)	.....	2
Health:	.....	2
Electives:	.....	13
Criminal Justice:	.....	18
		62

**NOTE:** Students desiring to continue their college education at a senior university must complete at least 36 hours of General Education subjects. Any substitution of courses for the Law Enforcement Degree program must be approved by the department chairperson. A minimum of 18 hours in any of the Criminal Justice courses listed below must be completed to earn the A.S. Degree in Corrections.

#### **CRIMINAL JUSTICE COURSES**

<b>COURSE</b>	<b>TITLE</b>	<b>HOURS CREDIT</b>
CCJ 1300	Introduction to Corrections .....	3
CCJ 1020	Administration of Criminal Justice .....	3
CCJ 2330	Principles of Probation and Parole .....	3
CCJ 2450	Management Supervision in the Criminal Justice Field .....	3
CCJ 2310	Correctional Facility Organization & Operation .....	3
CCJ 1100	Introduction to Law Enforcement .....	3
CCJ 2210	Criminal Law .....	3
CCJ 2500	Juvenile Delinquency .....	3
CCJ 2905	Issues in Criminal Justice .....	3
CCJ 1949*	CO-OP: Criminal Justice I .....	4

#### **RECOMMENDED ELECTIVES**

HES 1400	Standard First Aid and Personal Safety .....	1
POS 2041	American National Government .....	3
POS 2112	State and Local Government .....	3
PSY 2012	General Psychology .....	3
EGC 2120	Personality Development .....	3
SPC 1600	Fundamentals of Speech .....	3
ANT 2000	Introduction to Anthropology .....	3
SOC 2000	Introduction to Sociology .....	3
SOC 2020	American Social Problems .....	3

\*Co- or prerequisite: CCJ 1300, CCJ 2500.

HT 1010**	Introduction to Mental Health .....	3
HT 1210**	Principles of Group Dynamics.....	3
HT 1300**	Interviewing & Recording .....	3

These elective courses cannot be used to fulfill the elective area of General Education preparation.

### **SECURITY AND LOSS PREVENTION**

A fully integrated approach to Security Education has been developed in this program. This approach embraces many facets of the academic community with a primary objective of developing an interdisciplinary curriculum oriented to the total concept of loss prevention management. Security is not law enforcement but it augments, overlaps and assists proper law enforcement efforts. Security attempts to provide protection against all forms of losses due to manmade, natural or environmental hazards. It also attempts to prevent all unlawful events from occurring to nations, states, municipalities, corporations, businesses and individuals. Its main goal is to provide protection against all forms of losses.

### **SECURITY (A.S. 19-429)**

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
CCJ 1020	Administration of Justice .....	3
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
HES 1400	Standard First Aid and Personal Safety .....	1
MHT 1300	Interviewing and Recording .....	3
PEM 2405	Self-Defense .....	1
PSY 2012	General Psychology.....	3
CCJ 1800	Introduction to Security.....	3
CCJ 1820	Security Administration .....	3
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001*	Introduction to Political Science.....	3
	Science .....	3
		<u>32</u>

#### **SOPHOMORE YEAR**

CCJ 2450	Management & Supervision in the Criminal Justice Field .....	3
FFP 1200	Fire Prevention .....	3
HES 1000	Perspectives on Healthful Living .....	2
	Physical Education.....	1
CJT 2100	Criminal Investigation .....	3
CCJ 2210	Criminal Law.....	3
CCJ 1810	Principles of Loss Prevention .....	3
CCJ 1938	Special Security Problems.....	3
CCJ 1830	Security Education .....	3
SPC 1600	Fundamentals of Speech .....	3
SOC 2020	Social Problems* .....	3
		<u>30</u>

\*POS 2041 or AMH 2010 may be substituted. CJT 1350 may be substituted for any of the security courses.

(Any substitution in the Security program must be approved by the department chairperson.)

## **Law Enforcement**

### **COURSE DESCRIPTIONS**

#### **Criminology and Criminal Justice**

##### **CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE**

An overview of the total system of the administration of justice provided with emphasis on due process, justice and on the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3\* (offered Fall & Winter terms)

##### **CCJ 1100 INTRODUCTION TO LAW ENFORCEMENT AND CRIMINAL JUSTICE**

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3\* (offered Fall & Winter terms)

##### **CCJ 1300 INTRODUCTION TO CORRECTIONS**

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions and parole. History and philosophy of correctional practice is surveyed. 3-0-3\* (offered Fall term)

##### **CCJ 1410 POLICE ADMINISTRATION I**

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3\* (offered Fall term)

##### **CCJ 1420 POLICE ADMINISTRATION II**

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3\* (offered Winter term)

##### **CCJ 1800 INTRODUCTION TO SECURITY**

The historical, philosophical and legal basis of security. The role of security and the security individual in modern society; the concept of professionalism; a survey of the administration, personnel and physical aspects of the security field. 3-0-3\* (offered on demand)

##### **CCJ 1810 PRINCIPLES OF LOSS PREVENTION**

An outline of the functional operation of various specialized areas of security such as, theft and risk control, security surveys and loss prevention, management in proprietary and governmental institutions. Includes, individual crime prevention and loss prevention techniques. 3-0-3\* (offered on demand)

##### **CCJ 1820 SECURITY ADMINISTRATION**

Organization, administration and management of security and plant protection units. Policy and decision making, personnel and budgeting, programs in business, industry and government, including retailing, transportation and public and private institutions, private guard and alarm services. 3-0-3\* (offered on demand)

\*Lecture-Lab-Credit Hours

**1830 SECURITY EDUCATION**

An analysis of the methods and techniques of setting up a security education program in a business, industrial or institutional organization and the problems involved in implementing and maintaining a program of security education. An examination of the objectives of an effective security education program and an insight into some of the security problems that security education can eliminate or curtail. A study of the various media employed to educate both management and employees about their security responsibilities. Security education is presented as a means of motivating the employee, creating an awareness and developing a favorable employee attitude. 3-0-3\* (offered on demand)

**1938 SPECIAL SECURITY PROBLEMS**

A study of the security requirements in specific areas. Topical subjects would include Bank, Campus, Computer, Personnel, Hospital, Transportation, Industrial, Physical Plant and Guard Programs. The emphasis placed on each subject will relate to the specific needs associated with the community and the area the program will service. 3-0-3\* (offered on demand)

**1949 CO-OP: CRIMINAL JUSTICE I**

Co-Op education in the criminal justice field is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job criminal justice field assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-9-4\*

**2210 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\* (offered Fall term)

**2230 LAWS OF EVIDENCE**

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3\* (offered Fall term)

**2270 LAW OF ARREST, SEARCH, AND SEIZURE**

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3\* (offered Winter term)

**2310 CORRECTION FACILITY ORGANIZATION AND OPERATION**

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3\* (offered Winter term)

## **Law Enforcement**

### **CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE**

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies used in the pre-sentence investigation (PSI) will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to insure maximum societal gains will also be explored. 3-0-3\* (offered Winter term)

### **CCJ 2450 MANAGEMENT AND SUPERVISION IN THE CRIMINAL JUSTICE FIELD**

Principles of management and methods of supervision and evaluation are surveyed. Topics such as leadership, motivation, communications, incentives, discipline and morale are studied. 3-0-3\* (offered Winter & Spring terms)

### **CCJ 2500 JUVENILE DELINQUENCY**

An introduction to the causes and treatment of juvenile delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3-0-3\* (offered all terms)

### **CCJ 2905 ISSUES IN CRIMINAL JUSTICE**

This course is designed to allow the student to pursue an individually selected issue in our contemporary criminal justice system. Thorough in-depth investigation of this issue will be through class discussions and practical field visits and research to appropriate South Florida criminal justice agencies (police, courts corrections, probation, parole, juvenile delinquency). Skills developed by use of this method will be a deeper and more meaningful understanding of the inter-relationships among all segments of our criminal justice system. 3-0-3\* (offered Summer term)

### **CCJ 2949 CO-OP: CRIMINAL JUSTICE II**

This is a continuation of CCJ 1949. 1-9-4\*

## **Criminal Justice Technology**

### **CJT 1350 SECURITY REPORT WRITING**

Determining report content through evaluation of information. Emphasis is placed on accurate terminology and description, collection and analysis of information and concise writing. The student is required to participate in numerous report-writing projects. 2-0-2\* (offered on demand)

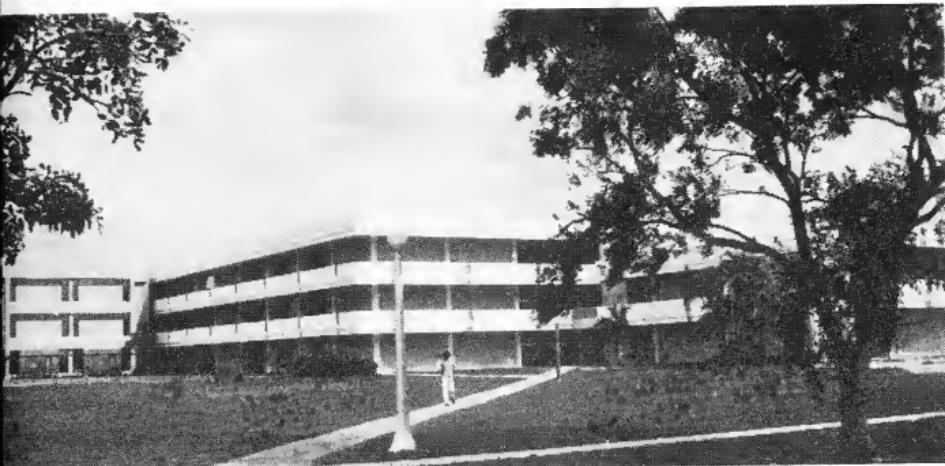
### **CJT 2100 CRIMINAL INVESTIGATION**

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3\* (offered Winter term)

### **CJT 2140 INTRODUCTION TO CRIMINALISTICS**

(Co- or prerequisite: CJT 2100 or CCJ 2230) A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 3-0-3\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours



## Library

**A**CULTY: Douglass (Director), Foster, Richardson, Roberts, Thomas, Wade

**M**AJOR: Librarian (University Parallel),

**C**OURSE PREFIXES: LIS

**P**ROGRAMS:

**L**IBRARIAN (A.A. 15-352)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts program arranged in consultation with members of the staff.

**C**OURSE DESCRIPTIONS

**LIS 1580 CHILDREN'S LITERATURE**

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. This Personalized System of Instruction Course is given through the Library Learning Resources Center. Permission of Library Director. (3 credit hours)

**P**ERSONALIZED SYSTEM OF INSTRUCTION

The following Personalized System of Instruction courses are given through the Library Learning Resources Center and are described in the catalog under their respective departmental designations:

1. BAN 2905—Enterprise in Southeastern Florida—Business
2. ENG 2910—Introduction to Research I—Communications
3. ENG 2911—Introduction to Research II—Communications
4. ENG 2912—Introduction to Research III—Communications
5. HFT 1700—Tourism—Southeastern Florida—Business
6. IDS 2154—History of Technology I—Engineering Technology
7. IDS 2140—History of Technology II—Engineering Technology
8. IDS 2142—History of Technology III—Engineering Technology
9. LIS 1580—Children's Literature—Library Learning Resources Center
10. MAR 2102—Creative Salesmanship—Business

Students may enroll in these courses with the permission of the registrar at any time within the first eight (8) weeks of a regular term and the first three (3) weeks of the Spring or Summer term.

**Mathematics****Mathematics**

**FACULTY:** Wing (Chairperson), Alber, Evans, Foley, Hamlin, Hendrix, H  
chcock, Johnson, Langston, Shaw, Sweet, Travis (Assista  
Chairperson), Van Wyhe. PBJC North, Barton, Still. PBJC Sout  
Terhune. PBJC Glades, Campbell.

**MAJORS;** Mathematician, Mathematics Teacher

**COURSE PREFIXES:** COP, MAC, MAP, MAS, MAT, MGF, MTB, STA

**PROGRAMS:**

**MATHEMATICIAN (A.A. 11-251)**

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000 or	Art Appreciation .....	3	
MUL 1011	Music Appreciation .....	(3)	
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II.....		3
FRE 1100	Elementary French I.....	3	
FRE 1101	Elementary French II .....		3
MAC 2411	Calculus I.....	3	
MAC 2412	Calculus II .....		3
COP 2110	Mathematical Programming.....		3
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001*	Introduction to Political Science		3
	Physical Education.....	1	1
		16	16

**SOPHOMORE YEAR**

FRE 2200	Literature.....	3
FRE 2201	Intermediate French I.....	3
HES 1000**	Intermediate French II .....	3
MAC 2413	Perspectives on Healthful Living .....	2
MAP 2302	Calculus III.....	4
STA 2014	Differential Equations .....	3
PHY 2048	Statistics .....	3
PHY 2048L	General Physics with Calculus I .....	3
PHY 2049	General Physics with Calculus I Lab .....	1
PHY 2049L	General Physics with Calculus II.....	3
	General Physics with Calculus II Lab .....	1
	Elective .....	3
		16
		16

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

**MATHEMATICS TEACHER (A.A. 11-253)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CH 1000 or UL 1011	Art Appreciation .....	3	
C 1103	Music Appreciation .....	(3)	
C 1136	Freshman Communications I.....	3	
F 1005	Freshman Communications II .....		3
AC 2411	Introduction to Education .....	3	
AC 2412	Calculus I.....	3	
OP 2110	Calculus II .....		3
C 1600	Mathematical Programming.....		3
DC 1200	Fundamentals of Speech .....		3
DS 1001*	Introduction to the Social Sciences.....	3	
	Introduction to Political Science.....		3
	Physical Education .....	1	1
		16	16

**SOPHOMORE YEAR**

ES 1000**	Literature.....	3
	Perspectives on Healthful Living .....	2
AC 2413	Calculus III.....	4
AP 2302	Differential Equations .....	
TA 2014	Statistics .....	3
HY 2048	General Physics with Calculus I .....	3
HY 2048L	General Physics with Calculus I Lab .....	1
HY 2049	General Physics with Calculus II.....	
HY 2049L	General Physics with Calculus II Lab.....	1
SY 2012	General Psychology.....	3
	Electives .....	6
		16
		16

POS 2041 or AMH 2010 may be substituted.

HES 2121 may be substituted.

**MATHEMATICS LEARNING CENTER**

The multimedia systems learning center is open to all students. Programmed material, tapes, filmstrips, 8 mm, films and other devices covering various levels of mathematics are available to fit student's individual needs. Many mini-computers are in the learning center to aid the student with computations. A number of mathematics course offerings can be taken in the center by registering for MAT 1002.

**COURSE DESCRIPTIONS****Computer Programming****OP 2110 MATHEMATICAL PROGRAMMING**

(Prerequisite: MAC 1104 or higher) This course introduces the student to flowcharting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 3-0-3\* (offered Fall, Winter, & Spring)

Lecture-Lab-Credit Hours

## **Mathematics**

### **Mathematics**

#### **MAT 1002 DEVELOPMENTAL MATH\*\***

All students taking a math course in the Math Learning Center must register for MAT 1002. All programs in the Learning Center are self-study, individualized student needs. Depending upon the programs and achievement, the student may earn up to 3 hours credit in one semester. 3-0-3\*† (offered all terms)

#### **MAT 1003 BASIC ARITHMETIC (Institutional Credit Only)**

This module will review and reinforce basic arithmetic principles. A pre-testing program will determine the level at which the student begins his study. Topics for students in various fields of study are introduced in this module. 1-0-1\* (offered all terms in MLC only)

#### **MAT 1013 PREPARATORY ALGEBRA (Institutional Credit Only)**

This second module of Developmental Math is designed for the student with little or no background in algebra. Study will include operations of basic algebra—signed numbers, exponents, algebraic fractions, etc. 1-0-1\* (offered all terms in MLC only)

#### **MAT 1014 INTRODUCTION TO MODERN MATH (Institutional Credit Only)**

Basic concepts of set theory, number structure and numeration will be covered in this third module. Students going to the MGF 1113 program will also cover the real numbers. Students going to the MAT 1033 program will cover additional topics in algebra. 1-0-1\* (offered all terms in MLC only)

#### **MAT 1033 INTERMEDIATE ALGEBRA**

(Prerequisite: One year of high school algebra or its equivalent and adequate score on placement test.) This course is designed to prepare the student for MAC 1104. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3\* (offered all terms)

### **Mathematics: Applied**

#### **MAP 2302 DIFFERENTIAL EQUATIONS**

(Prerequisite: MAC 2413) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. 3-0-3\* (offered Winter & Spring terms)

### **Mathematics: Calculus and Precalculus**

#### **MAC 1104 COLLEGE ALGEBRA**

(Prerequisite: MAT 1033 or adequate score on placement test and two years of high school algebra). Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions. 3-0-3\* (offered all terms)

#### **MAC 1144 TRIGONOMETRY AND ANALYTIC GEOMETRY**

(Prerequisite: MAC 1104 or adequate score on placement test) This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles, complex numbers and plane analytic geometry. 3-0-3\* (offered all terms)

\*Lecture-Lab-Credit Hours

\*\*A student registered for MAT 1002 may earn credit in any of the following regular math courses: MGF 1113, MAT 1033, MAC 1104 or MAC 1144.

†Students who need additional work may enroll in MAT 060. Please see instructor for information on Mathematics Workshop.

**2411 CALCULUS I**

(Prerequisite: MAC 1144 or adequate score on placement test and high school trigonometry) This is the first of a three-term sequence. Topics included are functions, derivatives and integration of algebraic functions, trigonometric functions, logs and exponential functions, and vectors in the plane. 3-0-3\* (offered Fall, Winter & Spring terms)

**2412 CALCULUS II**

(Prerequisite: MAC 2411) This is the second of a three-term sequence. Topics included are limits and continuity, techniques of integration, applications, and polar coordinates. 3-0-3\* (offered Fall, Winter & Summer terms)

**2413 CALCULUS III**

(Prerequisite: MAC 2412) This is the third of a three-term sequence. Topics included are curve sketching and vectors in three dimensions, partial differentiation, multiple integration and infinite series. 4-0-4\* (offered Fall & Winter terms)

**Mathematics: General and Finite****1113 GENERAL EDUCATION MATHEMATICS I**

(Prerequisite: Adequate score on placement test or permission of Department Chairperson) Credit: 1, 2, or 3 semester hours. A student may select the regular three-hour course which will cover the basic concepts of logic, mathematical systems, systems of numeration and a development of the real number system. OR he may select 1, 2, or 3 of the following modules for one-hour credit each: (offered all terms)

**MODULE A: FINITE MATHEMATICAL SYSTEMS**

This module examines the basic principles and the logical structure underlying mathematics through the study of clock arithmetic and other abstract systems.

**MODULE B: USE OF ELECTRONIC CALCULATORS**

This module acquaints the student with the various types of calculators on the market, the way they operate, and shows the student how to use the calculators most effectively.

**MODULE C: HISTORY OF MATHEMATICS**

This module follows the development of mathematics through the ages, including a study of the contributions that mathematics have made to music, art, science and other aspects of our culture.

**MODULE D: OUR NUMBER SYSTEM**

This module is a study of the development of the basic structure and properties of our complex number system, including counting numbers, whole numbers, integers, rational numbers and real numbers.

**MODULE E: MATHEMATICAL LOGIC**

This module involves an analysis of sentence structure and truth values and includes a study of valid and invalid arguments and methods of proof.

**MODULE F: GEOMETRY**

This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction.

**MODULE G: PROBABILITY**

This module is a study of the fundamental laws of probability and includes permutations, combinations and sample spaces.

ture-Lab-Credit Hours

## **Mathematics**

### **MODULE H: INTRODUCTION TO ALGEBRA**

This module serves as an introduction to the basic concepts of algebra including the solution of simple linear equations and graphing. (Not recommended for students who have had more than 1 year of high school algebra.)

### **MODULE I: CONSUMER MATHEMATICS**

This module is a study of practical mathematics with applications to daily living.

### **MODULE J: THE METRIC SYSTEM**

This module is a study of the basic units of measurement in the metric system, including conversion of units.

### **MODULE K: RATIO AND PROPORTION**

This module is a study of ratio, proportion and variation, fractions, decimals and percents with applications.

### **MGF 1114 GENERAL EDUCATION MATHEMATICS II**

(Prerequisite: 3 semester hours credit in MGF 1113) This course also may be taken for 1, 2, or 3 hours credit. A student may select 1, 2, or 3 of the above modules for which he does not have credit in MGF 1113. (offered all terms)

## **Mathematics: Technology and Business**

### **MTB 1103 BUSINESS MATHEMATICS (Taught in Business Department)**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3\* (offered Fall & Winter terms)

### **MTB 1321 TECHNICAL MATHEMATICS I (Taught in Engineering Department)**

This course and MTB 1322 form a sequence to be offered to those technology majors who do not qualify for MAC 1104. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\* (offered Fall & Winter terms)

### **MTB 1322 TECHNICAL MATHEMATICS II (Taught in Engineering Department)**

(Prerequisite: MTB 1321 or MAT 1003 or MAT 1002) This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\* (offered Fall & Winter terms)

## **Statistics**

### **STA 2014 STATISTICS**

(Prerequisite: MAT 1033 or higher OR permission of Math Department) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\* (offered Fall, Winter & Spring terms)

\*Lecture-Lab-Credit Hours

# Music

**FACULTY:** Royce (Chairperson), Albee, Gross, Jones, Johnson, McClay, Pryweller

**MAJORS:** Music (A.A.), Music (A.S.), Popular Music and Jazz (A.S.), Popular Music and Jazz (Certified Program)

**COURSE PREFIXES:** MUE, MUH, MUL, MUM, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW

**PROGRAMS:**

**MUSIC, MUSIC EDUCATION (A.A. 12-276)**

This curriculum is designed for students who plan to work for the Baccalaureate Degree in Applied Music, Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, Music Therapy or Sacred Music.

Students who do not pass a piano proficiency examination should enroll in a piano class. Composition and Music Education Majors should add MUE 2460, MUE 2450, MUE 2440 and MUE 2470. Music majors participate in at least one college music ensemble each semester.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1010	Principles of Biology .....	3
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
HES 1000*	Perspectives on Healthful Living .....	2
MUS 0011	Seminar in Music.....	0
MUT 1111	Music Theory I .....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Applied Major.....	4
MUT 1242	Sight Singing I .....	1
MUT 1242	Sight Singing II.....	1
SOC 1200	Physical Education.....	2
POS 1001**	Introduction to the Social Sciences .....	3
	Introduction to Political Science.....	3
		31

**SOPHOMORE YEAR**

MUS 0011	Literature.....	3
MUT 2116	Seminar in Music.....	0
MUT 2117	Music Theory I .....	3
MUT 2231	Music Theory II .....	3
MUT 2232	Keyboard Harmony I .....	1
MUH 2111	Keyboard Harmony II.....	1
MUT 2246	Introduction to Music History .....	3
MUT 2247	Applied Major.....	4
MGF 1113	Sight Singing I .....	1
PSC 1513	Sight Singing II.....	1
	General Education Math I .....	3
	Survey of Physical Science I .....	3
	General Education Electives .....	8
		34

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** The General Education requirements allow a student to earn his six hours of science credits by selecting offerings from the areas of Biology, Chemistry, Physics, or Physical Science on the advice of the student's major counselor.

## Music

### MUSIC (A.S. 12-278)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music. Music majors participate in at least one college music ensemble each semester.

Students who do not pass a piano proficiency examination should enroll in a piano class. The nonmusic electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Major.....	4
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
MUS 0011	Seminar in Music.....	0
MUT 1001	Music Fundamentals .....	3
	Physical Education.....	2
POS 1001*	Introduction to Political Science.....	3
SOC 1200	Introduction to the Social Sciences.....	3
SPC 1600	Fundamentals of Speech .....	3
	Electives .....	7
		31

#### SOPHOMORE YEAR

ARH 1000 or	Applied Major.....	4
	Art Appreciation .....	3
MUL 1011	Music Appreciation .....	(3)
HES 1000**	Perspectives on Healthful Living .....	2
MUH 2111	Introduction to Music History .....	3
MUS 0011	Seminar in Music.....	0
MUT 1111	Music Theory I .....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Sight Singing I .....	1
MUT 1242	Sight Singing II.....	1
PSY 2012	General Psychology.....	3
	Electives*** .....	8
		31

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

\*\*\*Six hours of Cooperative Education: MUS 2949C may be substituted.

### POPULAR MUSIC AND JAZZ (A.S. 12-279)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Major.....	4
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
MUH 2016	Jazz Orientation.....	2
MUS 0011	Seminar in Music.....	0
	Music Ensemble .....	2
MUT 1111	Music Theory I .....	3
MUT 1112	Music Theory Theory.....	3
MUT 1241	Sight Singing I .....	1
MUT 1242	Sight Singing II.....	1
	Physical Education.....	2
	Voice I.....	1
	Electives*** .....	6
		31

\*\*\*Six hours of MUS 2949C Co-Op: Music II may be substituted.

**SOPHOMORE YEAR**

	Applied Major.....	4
	Guitar I .....	1
	Music Ensemble .....	2
ES 1000*	Perspectives on Healthful Living .....	2
UH 2111	Introduction to Music History .....	1
US 0011	Seminar in Music.....	0
UT 1351	Jazz Arranging I.....	2
UT 1352	Jazz Arranging II .....	2
UT 2116	Music Theory I.....	3
UT 2231	Keyboard Harmony .....	1
UT 2246	Sight Singing I .....	1
UT 2641 or	Instrumental Improvisation .....	1
IUM 2031	Pop Vocal Style.....(1)	
OS 1001**	Introduction to Political Science.....	3
OC 1200	Introduction to the Social Sciences.....	3
	Electives*** .....	5
		<u>31</u>

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**OPULAR MUSIC AND JAZZ (One Year Certificate Program) (CT 12-280)**

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Major.....	4
	Music Ensemble .....	2
	Voice.....	1
IUH 2016	Jazz Orientation.....	2
IUH 2111	Introduction to Music History .....	3
MUS 0011	Seminar in Music.....	0
MUT 1111	Music Theory I.....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Sight Singing I .....	1
MUT 1242	Sight Singing II.....	1
MUT 1351	Jazz Arranging I.....	2
MUT 2641 or	Instrumental Improvisation .....	1
IUM 2031	Pop Vocal Style I.....(1)	
	Electives* .....	<u>9</u>
		<u>32</u>

Six hours of Co-Op: Music II (MUS 2949C) may be substituted.

**COURSE DESCRIPTIONS****Music—Applied—Class Instruction****MUSIC—APPLIED—KEYBOARD****MVK 1111A CLASS INSTRUCTION I**

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1\* (offered Fall & Winter terms)

**MVK 1111B CLASS INSTRUCTION II**

(Prerequisite: MVK 1111A or equivalent). This course is a continuation of MVK 1111A. 0-2-1\* (offered on demand.)

\*Lecture-Lab-Credit Hours

## **Music**

### **MUSIC—APPLIED—STRINGS**

#### **MVS 1116A CLASS INSTRUCTION, GUITAR I**

This course provides class lessons for beginning students. Instruction include elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. 0-2-1\* (offered Fall & Winter terms)

#### **MVS 1116B CLASS INSTRUCTION, GUITAR II**

This course is designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of bar chords, jazz chords, improvisation, sight reading and ensemble playing. Students must furnish their own instruments. 0-2-1\* (offered on demand)

### **MUSIC—APPLIED—VOICE**

#### **MUM 2031 POP VOCAL STYLE I**

(Prerequisite: MUT 1112 or equivalent) This course is a study of various vocal styles in jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students' technical development in this idiom. 0-2-1\* (offered upon demand)

#### **MVV 1111A CLASS INSTRUCTION, VOICE I**

This course includes instruction in tone production, diction, music reading and repertory. Each student is given opportunity for individual aid. 0-2-1\* (offered Fall & Winter terms)

#### **MVV 1111B CLASS INSTRUCTION, VOICE II**

(Prerequisite: MVV 1111A or equivalent) This is a continuation of MVV 1111A. 0-2-1\* (offered on demand)

May be repeated for credit to the maximum listed under the course descriptions.

### **Music—Applied—Private Instruction**

The letter R will be added to the common course number for each applied music course to indicate that credit may be earned one, two, or three times in each course.

### **Music—Applied—Preparatory—Freshman Level\*\***

Private instruction—one half-hour lesson a week. The course is designed for non-music majors who need applied music as a part of their course requirements and for music majors who are below freshman level of performance. Credit earned will not apply to the requirement of the music major. Maximum credit: 3 semester hours. 0-½-1\*

Instruction is available in the following:

<b>MUSIC:</b>	<b>APPLIED—BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED—PERCUSSION</b>
MVB 1011	APPLIED MUSIC TRUMPET	MVP 1011	APPLIED MUSIC PERCUSSION
MVB 1012	APPLIED MUSIC HORN		
MVB 1013	APPLIED MUSIC TROMBONE		
MVB 1014	APPLIED MUSIC BARITONE HORN	MUSIC:	<b>APPLIED—STRINGS</b>
MVB 1015	APPLIED MUSIC TUBA	MVS 1011	APPLIED MUSIC VIOLIN
<b>MUSIC:</b>	<b>APPLIED—KEYBOARD</b>	MVS 1012	APPLIED MUSIC VIOLA
MVK 1011	APPLIED MUSIC PIANO (Prerequisite: MVK 1111-2121 Class Piano or equivalent)	MVS 1013	APPLIED MUSIC CELLO
MVK 1013	APPLIED MUSIC ORGAN	MVS 1014	APPLIED MUSIC STRING BASS
		MVS 1016	APPLIED MUSIC GUITAR (Prerequisite: MVS 1116—Class Guitar or equivalent)

\*Lecture-Lab-Credit Hours

\*\*A special fee of \$30.00 is required.

**Music**

<b>USIC:</b> VV 1011	<b>APPLIED—VOICE</b> APPLIED MUSIC VOICE (Prerequisite: MVV 1111— (Class Voice or equivalent)	<b>MUSIC:</b> MVW 1011 MVW 1012 MVW 1013 MVW 1014 MVW 1015	<b>APPLIED—WOODWINDS</b> APPLIED MUSIC FLUTE APPLIED MUSIC OBOE APPLIED MUSIC CLARINET APPLIED MUSIC BASSOON APPLIED MUSIC SAXO- PHONE
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**usic Applied—Secondary Instrument—Freshman Level\*\***

private Instruction—one half-hour lesson a week. The course is designed for students whose curriculum requires study of a secondary instrument. Maximum credit: three semester hours. 0-1/2-1\*

struction is available in the following:

<b>USIC</b>	<b>APPLIED—BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED—STRINGS</b>
VB 1211	APPLIED MUSIC TRUMPET	MVS 1211	APPLIED MUSIC VIOLIN
VB 1212	APPLIED MUSIC HORN	MVS 1212	APPLIED MUSIC VIOLA
VB 1213	APPLIED MUSIC TROM- BONE	MVS 1213 MVS 1214	APPLIED MUSIC CELLO APPLIED MUSIC STRING
VB 1214	APPLIED MUSIC BARITONE HORN	MVS 1216	BASS
VB 1215	APPLIED MUSIC TUBA	MVS 1217	APPLIED MUSIC GUITAR APPLIED MUSIC BASS

**USIC:** **APPLIED—KEYBOARD**

VK 1211	APPLIED MUSIC PIANO	<b>MUSIC:</b>	<b>APPLIED—VOICE</b>
VK 1213	APPLIED MUSIC ORGAN	MVV 1211	APPLIED MUSIC VOICE

<b>USIC:</b>	<b>APPLIED—PERCUSSION</b>	<b>MUSIC:</b>	<b>APPLIED—WOODWINDS</b>
VP 1211	APPLIED MUSIC PERCUS- SION	MVV 1211 MVW 1212 MVW 1213 MVW 1214 MVW 1215	APPLIED MUSIC FLUTE APPLIED MUSIC OBOE APPLIED MUSIC CLARINET APPLIED MUSIC BASSOON APPLIED MUSIC SAXO- PHONE

A special fee of \$30.00 is required.

**usic—Applied—Principal Instrument—Freshman Level\*\***

private instruction—two one-half hour lessons a week. The course presents techniques and literature of the applied music area, administered through private instruction and seminars. Maximum credit: six semester hours. 0-1-2\*

struction is available in the following:

<b>USIC:</b>	<b>APPLIED—BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED—KEYBOARD</b>
VB 1311	APPLIED MUSIC TRUMPET	MVK 1311	APPLIED MUSIC PIANO
VB 1312	APPLIED MUSIC HORN	MVK 1313	APPLIED MUSIC ORGAN
VB 1313	APPLIED MUSIC TROM- BONE		
VB 1314	APPLIED MUSIC BARITONE HORN	MVP 1311	<b>APPLIED—PERCUSSION</b>
VB 1315	APPLIED MUSIC TUBA		APPLIED MUSIC PERCUSSION

\*Lecture-Lab-Credit Hours

\*A special fee of \$60.00 is required.

## **Music**

<b>MUSIC:</b>	<b>APPLIED—STRINGS</b>	<b>MUSIC:</b>	<b>APPLIED—WOODWINDS</b>
MVS 1311	APPLIED MUSIC VIOLIN	MVW 1311	APPLIED MUSIC FLUTE
MVS 1312	APPLIED MUSIC VIOLA	MVW 1312	APPLIED MUSIC OBOE
MVS 1313	APPLIED MUSIC CELLO	MVW 1313	APPLIED MUSIC CLARINET
MVS 1314	APPLIED MUSIC STRING BASS	MVW 1314	APPLIED MUSIC BASSOON
MVS 1316	APPLIED MUSIC GUITAR	MVW 1315	APPLIED MUSIC SAXOPHONE
<b>MUSIC:</b>	<b>APPLIED—VOICE</b>		
MVV 1311	APPLIED MUSIC VOICE		

## **Music—Applied—Secondary Instrument—Sophomore Level\*\***

Private instruction—one half-hour lesson a week. Maximum credit: three semesters hours. 0-1/2-1\*

Instruction is available in the following:

<b>MUSIC:</b>	<b>APPLIED—BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED—STRINGS</b>
MVB 2221	APPLIED MUSIC TRUMPET	MVS 2221	APPLIED MUSIC VIOLIN
MVB 2222	APPLIED MUSIC HORN	MVS 2222	APPLIED MUSIC VIOLA
MVB 2223	APPLIED MUSIC TROMBONE	MVS 2223	APPLIED MUSIC CELLO
MVB 2224	APPLIED MUSIC BARITONE	MVS 2224	APPLIED MUSIC STRING BASS
	HORN	MVS 2226	APPLIED MUSIC GUITAR
MVB 2225	APPLIED MUSIC TUBA	MVS 2227	APPLIED MUSIC GUITAR
<b>MUSIC:</b>	<b>APPLIED—KEYBOARD</b>	<b>MUSIC:</b>	<b>APPLIED—VOICE</b>
MVK 2221	APPLIED MUSIC PIANO	MVV 2221	APPLIED MUSIC VOICE
MVK 2223	APPLIED MUSIC ORGAN	<b>MUSIC:</b>	<b>APPLIED—WOODWINDS</b>
<b>MUSIC:</b>	<b>APPLIED—PERCUSSION</b>	MVW 2221	APPLIED MUSIC FLUTE
MVP 2221	APPLIED MUSIC PERCUSSION	MVW 2222	APPLIED MUSIC OBOE
		MVW 2223	APPLIED MUSIC CLARINET
		MVW 2224	APPLIED MUSIC BASSOON
		MVW 2225	APPLIED MUSIC SAXOPHONE

\*Lecture-Lab-Credit Hours

\*\*A special fee of \$30.00 is required.

**music—Applied—Principal Instrument—Sophomore Level\*\***

private instruction—two one half-hour lessons a week. Maximum credit: six semester hours. 0-1-2\*

<b>MUSIC:</b>	<b>APPLIED—BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED—PERCUSSION</b>
VB 2321	APPLIED MUSIC TRUMPET	MVP 2321	APPLIED MUSIC
VB 2322	APPLIED MUSIC HORN		PERCUSSION
VB 2323	APPLIED MUSIC TROMBONE		
VB 2324	APPLIED MUSIC BARITONE	<b>MUSIC:</b>	<b>APPLIED—STRINGS</b>
	HORN	MVS 2321	APPLIED MUSIC VIOLIN
VB 2325	APPLIED MUSIC TUBA	MVS 2322	APPLIED MUSIC VIOLA
<b>MUSIC:</b>	<b>APPLIED—KEYBOARD</b>	MVS 2323	APPLIED MUSIC CELLO
VK 2321	APPLIED MUSIC PIANO	MVS 2324	APPLIED MUSIC STRING
VK 2323	APPLIED MUSIC ORGAN	MVS 2326	BASS
			APPLIED MUSIC GUITAR

Lecture-Lab-Credit Hours

A special fee of \$60.00 is required.

<b>MUSIC:</b>	<b>APPLIED VOICE</b>	<b>MUSIC:</b>	<b>APPLIED—WOODWINDS</b>
VV 2321	APPLIED MUSIC VOICE	MVW 2321	APPLIED MUSIC FLUTE
		MVW 2322	APPLIED MUSIC OBOE
		MVW 2323	APPLIED MUSIC CLARINET
		MVW 2324	APPLIED MUSIC BASSOON
		MVW 2325	APPLIED MUSIC SAXOPHONE

A special fee of \$60.00 is required.

**MUSIC EDUCATION****UE 2440 STRING TECHNIQUES**

This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following: (offered upon demand)

- A. Violin
- B. Viola
- C. Cello
- D. String Bass. 0-2-1\*

**UE 2450 WOODWIND TECHNIQUES**

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following: (offered upon demand.)

- A. Clarinet
- B. Flute
- C. Saxophone. 0-2-1\*

**UE 2460 BRASS TECHNIQUES**

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following: (offered upon demand)

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba. 0-2-1\*

Lecture-Lab-Credit Hours

## **Music**

### **MUE 2470 PERCUSSION TECHNIQUES**

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1\* (offered upon demand)

## **MUSIC: HISTORY/MUSICOLOGY**

### **MUH 2016 JAZZ ORIENTATION (Institutional Credit Only)**

This course offers the student an introduction to jazz by means of examining jazz music and its performers, essentials of its style, and basic concepts in jazz improvisation. 2-0-2\* (offered Fall term)

### **MUH 2111 INTRODUCTION TO MUSIC HISTORY**

This course is designed for the music major and is an introduction to music history and literature. It includes a program of listening with the use of recordings and scores. 3-0-3\* (offered Fall term)

## **MUSIC: MUSIC LITERATURE**

### **MUL 1011 MUSIC APPRECIATION**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education for non-music majors. 3-0-3\* (offered all terms)

### **MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MUL 1011. A special fee is charged. (offered upon demand) 3-0-3\*

## **MUSIC: ENSEMBLES**

The letter R will be added to the common course number for each music ensemble to indicate that credit may be earned one, two, three, or four times in each course.

### **MUN 1120 CONCERT BAND—ALL LEVELS**

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. 0-3-1\* \*\* (offered Fall & Winter terms)

### **MUN 1210 SYMPHONY ORCHESTRA**

This organization provides the opportunity for experience in the playing of various types of orchestral literature. All qualified student is eligible to enroll for credit or audit with permission of the department. 0-3-1\* \*\* (offered Fall & Winter terms)

### **MUN 1310 MIXED CHORUS—ALL LEVELS**

Membership is open to all students. Students participate in the study and performance of varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. 0-3-1\* \*\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours

**JN 1492A GUITAR ENSEMBLE**

(Prerequisite: MVS 1116 and MVS 1117 or equivalent) This course is designed to give the student an opportunity to play in guitar ensembles ranging from duets to octets. The music will be taken from classical and jazz literature. Members are selected by audition. 0-2-1\* (offered Fall & Winter terms)

**JN 1492B GUITAR ENSEMBLE**

This course is a continuation of MUN 1492A. 0-2-1\*

**JN 1710 JAZZ-POP ENSEMBLE INSTRUMENTAL—ALL LEVELS**

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. 0-2-1\* (offered Fall, Winter & Spring terms)

**JN 1720 JAZZ-POP ENSEMBLE VOCAL (PACESETTERS)—ALL LEVELS**

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition. 0-2-1\* (offered Fall & Winter terms)

**JS 0011 SEMINAR IN MUSIC**

Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation is a requirement of students enrolled in applied music courses. 1-0-0\* (offered Fall & Winter terms)

**JS 1949 CO-OP: MUSIC I**

Co-OP education in music is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job music assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**JS 2949 CO-OP: MUSIC II**

This is a continuation of MUS 1949. 1-10-3\*

**USIC: THEORY****MUT 1001 FUNDAMENTALS OF MUSIC**

This is an introductory course in basic music skills for those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3\* (offered Fall & Winter terms)

**MUT 1111 FIRST YEAR MUSIC THEORY I**

(Co-requisite: MUT 1241) This course includes study of the melodic, harmonic and rhythmic elements of music through part writing and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\* (offered Fall & Winter terms)

**Lecture-Lab-Credit Hours**

A maximum of 4 semester hours credit may be applied toward the A.A. Degree. Credit received for participation may be in addition to normal academic load.

## **Music**

### **MUT 1112 FIRST YEAR MUSIC THEORY II**

(Prerequisite: MUT 1111 or equivalent. Co-requisite: MUT 1242) This course is a continuation of MUT 1111, Music Theory and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\* (offered Winter & Spring terms)

### **MUT 1241 FIRST YEAR EAR TRAINING & SIGHT SINGING I**

This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\* (offered Fall & Winter terms)

### **MUT 1242 FIRST YEAR EAR TRAINING & SIGHT SINGING II**

(Prerequisite: MUT 1241 or equivalent) This course is a continuation of MUT 1241 0-2-1\* (offered Winter & Spring terms)

### **MUT 1351 JAZZ ARRANGING I**

(Prerequisite: MUT 1111 or equivalent) This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class. 2-0-2\* (offered upon demand)

### **MUT 1352 JAZZ ARRANGING II**

(Prerequisite: MUT 1351 or equivalent) This course is a continuation of MUT 1351 2-0-2\* (offered upon demand)

### **MUT 2116 SECOND YEAR MUSIC THEORY I**

(Prerequisite: MUT 1112 or equivalent. Co-requisite: MUT 2246) This course is a continuation of MUT 1112, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\* (offered Fall term)

### **MUT 2117 SECOND YEAR MUSIC THEORY II**

(Prerequisite: MUT 2116 or equivalent. Co-requisite: MUT 2247) This course is a continuation of MUT 2116, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\* (offered Fall term)

### **MUT 2231 KEYBOARD HARMONY I**

(Prerequisite: MUT 1112 and MUT 1242 or the equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1\* (offered Fall term)

### **MUT 2232 KEYBOARD HARMONY II**

(Prerequisite: MUT 2231 or equivalent) This course is a continuation of MUT 2231. 0-2-1\* (offered Winter term)

### **MUT 2246 SECOND YEAR EAR TRAINING & SIGHT SINGING I**

(Prerequisite: MUT 1242 or equivalent) This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\* (offered Fall term)

### **MUT 2247 SECOND YEAR EAR TRAINING & SIGHT SINGING II**

(Prerequisite: MUT 2246 or equivalent) This course is a continuation of MUT 2246. 0-2-1\* (offered Winter term)

### **MUT 2641 INSTRUMENTAL IMPROVISATION**

(Prerequisite: MUH 2016 and MUT 1001 or equivalents) This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom. 0-2-1\* (offered upon demand)

\*Lecture-Lab-Credit Hours

# Nursing

**ACULTY:** Morgan (Chairperson), Benken, Brown, Campbell, Coffin, Durkis, Erickson-Kutlik, Faquir, Harden, Harmes, Harrell, Hayes, Huneke, Jarvis, McCann, Merkle, Metts, Poole, Woods

**MAJORS:** Nursing, Pre-Nursing

**COURSE PREFIXES:** NUR, NUS, NUU

**ROGRAMS:**

**URSING (A.S. 13-301)**

Please refer to Admission Requirements

This program is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. Any student convicted of a felony must have the charge reviewed by the State Board of Nursing prior to entering the program. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation.

All nursing courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

The student must maintain a "C" average to remain in the program and must make a "C" or above in all nursing courses and Anatomy and Physiology, and Microbiology.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
PB 1190	Anatomy and Physiology I .....	2		
PB 1190L	Anatomy and Physiology I Lab .....	1		
CB 1000	Microbiology .....	2		
CB 1000L	Microbiology Lab .....	1		
NC 1103	Freshman Communications I.....	3		
UR 1021C	Fundamentals of Nursing.....	6		
SY 2012	General Psychology.....	3		
PB 1191	Anatomy and Physiology II.....		2	
PB 1191L	Anatomy and Physiology II Lab.....		1	
NC 1136	Freshman Communications II .....		3	
IE 1201	Nutrition-Health and Disease I .....		2	
UR 1200C	Medical and Surgical Nursing I .....		6	
UR 2092	Human Growth and Development .....		2	
UR 2201C	Medical and Surgical Nursing II .....			4
		—	18	—
			16	—
				4

## Nursing

### NURSING (A.S. 13-301) CONTINUED

#### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
NUR 2220C	Medical and Surgical Nursing III .....	5	
NUR 2320C	Psychiatric-Mental Health Nursing .....	4	
NUU 3110 or	Nursing Seminar .....	1	
NUR 2120C	Pediatric Nursing .....	4	
NUR 2110C	Maternity Nursing .....	4	
DIE 1202 Plus	Nutrition-Health and Disease Disease .....	1	
SOC 1200	Physical Education .....	1	
NUR 2220C	Introduction to the Social Sciences .....	3	
NUR 2320C	Medical and Surgical Nursing III .....	5	
NUU 3110 or	Psychiatric-Mental Health Nursing .....	4	
NUR 2120C	Nursing Seminar .....	1	
NUR 2110C	Pediatric Nursing .....	4	
DIE 1202 Plus	Maternity Nursing .....	4	
	Nutrition-Health and Disease II .....	1	
POS 1001*	Physical Education .....	1	
POS 1001*	Introduction to Political Science .....	3	
		14-13	14-13

\*POS 2041 or AMH 2010 may be substituted.

Palm Beach Junior College will grant 35 semester hours of credit in nursing to count toward the A.S. Degree in Nursing to a registered nurse who is licensed in Florida and has practiced nursing on a full-time basis with the last five (5) years for at least six (6) months. The student will be required to take an additional 36 hours of general education to meet the degree requirements.

#### TEN MONTH LPN TO RN PROGRAM

(Courses to be taken after student has met prerequisites)

COURSE	TITLE	SEMESTER HOURS CREDIT	
		10	4
NUR 1202C	Integrated Nursing I .....	10	
NUR 2140C	Integrated Nursing II .....	4	
NUR 2092	Human Growth and Development .....	2	
DIE 1202	Nutrition-Health and Disease II .....	1	
NUR 2220C	Medical and Surgical Nursing III .....	5	
NUU 3110	Nursing Seminar .....	1	
NUR 2320C	Psychiatric-Mental Health Nursing .....	4	
DIE 1201	Nutrition-Health and Disease I .....	2	
		29	

#### PRE-NURSING (A.A. 13-302)

This program is intended to give the student the first two years of a four-year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at the Junior College. In some cases, it may be advisable to transfer at the end of the freshman year.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	
SC 1010	Principles of Biology .....	3		
SC 1010L	Principles of Biology Laboratory .....	1		
NC 1103	Freshman Communications I.....	3		
NC 1136	Freshman Communications II .....			3
CB 1000	Microbiology .....			2
CB 1000L	Microbiology Lab .....			1
ES 1000*	Perspectives on Healthful Living .....	2		
GF 1113	General Education Math I .....			3
	Physical Education .....	1		1
OC 1200	Introduction to the Social Sciences.....		3	
OS 1001**	Introduction to Political Science.....			3
HM 1015 or SC 1513	Principles of Chemistry.....			3
	Survey of Physical Science I .....	(3)		
	Elective .....		3	
		16		16
<b>SOPHOMORE YEAR</b>				
RH 1000 or UL 1011	Art Appreciation .....	3		
PB 1190	Music Appreciation .....	(3)		
PB 1190L	Anatomy and Physiology I .....	2		
PB 1191L	Anatomy and Physiology I Laboratory .....	1		
PB 1191	Anatomy and Physiology II.....			2
PB 1191L	Anatomy and Physiology II Laboratory .....			1
UN 1201	Literature.....			3
OH 1012 or MH 2010	Elements of Nutrition.....			3
OH 1022 or MH 2020	Ancient & Medieval Civilizations.....	3		
SY 2012	U.S. History to 1865 .....	(3)		
GC 2120	Modern Civilizations.....			3
PC 1600	U.S. History from 1865.....	(3)		
	General Psychology.....		3	
	Personality Development.....			3
	Fundamentals of Speech .....	3		
HES 2121 may be substituted.		15		15
POS 2041 or AMH 2010 may be substituted.				

**COURSE DESCRIPTIONS****RE 2001 MEDICAL TERMINOLOGY**

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3\* (offered Fall and Winter terms)

**UR 1021C FUNDAMENTALS OF NURSING**

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs, and using the problem solving approach in nursing situations. Mental hygiene concepts are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. 3-9-6\* (offered Fall term)

## **Nursing**

### **NUR 1200C MEDICAL AND SURGICAL NURSING I**

(Prerequisite: NUR 1021C) This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. 3-9-6\* (offered Winter term)

### **NUR 1202C INTEGRATED NURSING I**

(Co-requisites: DIE 1201 and Nur 2092 by completion or challenge examination) This course utilizes the practical nurse's knowledge of medical and surgical conditions, increasing that knowledge in relations to those disorders commonly seen in our society. It also includes those aspects of professional nursing not usually included in the practical nurse's education, such as nursing management skills, role transition, and the nursing process. Patient centered clinical experience is provided in the medical and surgical setting, coronary and intensive care units. 8-6-10\* (offered Fall term)

### **NUR 2092 HUMAN GROWTH AND DEVELOPMENT**

This course is a study of the growth and development of the well individual and includes the implications for health care. Emphasis is placed on the development concepts applicable to specific age groups and the change necessitated through the mature years and into old age. 2-0-2\* (offered Fall and Winter terms)

### **NUR 2110C MATERNITY NURSING**

(Prerequisite: NUR 2201C) A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 2-6-4\* (offered Fall and Winter terms)

### **NUR 2120C PEDIATRIC NURSING**

(Prerequisite: NUR 2201C) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 2-6-4\* (offered Fall and Winter terms)

### **NUR 2140C INTEGRATED NURSING II**

(Prerequisite: NUR 1202C) (Challenge exam for obstetric and pediatric nursing) This course is designed to increase practitioner's depth of knowledge of problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common disease encountered in this age group. Principles of growth and development are utilized throughout the course. Also included is a family centered course dealing with all facets of the child-bearing phase of the woman's life. Pregnancy, labor, delivery, postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle and the prevention of complications during this period. Clinical experiences and observations are available in local health care agencies. 3-3-4\* (offered Spring term)

### **NUR 2201C MEDICAL AND SURGICAL NURSING II**

(Prerequisite: NUR 1200C) This is a continuation of NUR 1200C. 2-6-4\* (offered Spring term)

\*Lecture-Lab-Credit Hours

**2220C MEDICAL AND SURGICAL NURSING III**

(Prerequisite: NUR 2201C) Provides a continuation of medical-surgical nursing. Building on the prerequisite science and nursing courses, this course is concerned with more complex nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she is challenged to increasingly use her own initiative in solving problems. The student is increasingly concerned with the multiplicity of interrelated factors in the patient's state of health as she is taught to plan for patient's discharge and is concomitantly introduced to community health agencies. 3-6-5\* (offered Fall and Winter terms)

**2250C CORONARY CARE NURSING**

This is a course for graduate nurses and involves the study of patho-physiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of specialization. The course is approved by the Florida Heart Association and the student receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County. 4-6-6\* (offered Fall and Winter terms)

**2320C PSYCHIATRIC - MENTAL HEALTH NURSING**

(Prerequisite: NUR 2201C) This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurses' responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person are stressed. 2-6-4\* (offered Fall and Winter terms)

**2710C PATIENT ASSESSMENT**

This is a course for graduate nurses and is designed to extend their role in the health care system. The course will provide information on patient history taking skills, problem oriented records and basic principles of physical assessment. The four-week course will have three hours lecture and three hours laboratory. One hour credit. (offered Winter term)

**2712 PEDIATRIC ASSESSMENT**

(Prerequisite: NUR 2710C with a "C" or better) The course will provide the requisite didactic knowledge and skill requirements for the experienced registered nurse to become competent in basic pediatric assessment. The registered nurse will, after course completion, under a physician's supervision, be able to triage pediatric patients and facilitate them into the health care system. This course will be twelve weeks long. 2-4-3\* (offered Winter term)

**2713 ADULT ASSESSMENT**

(Prerequisite: NUR 2710C with a "C" or better) The course will provide the requisite didactic knowledge and skill requirements for the experienced registered nurse to become competent in basic adult assessment. The registered nurse will, after course completion, under a physician's supervision, be able to triage adult patients and facilitate them into the health care system. The course will be twelve weeks long. 2-5-3\* (offered Winter term)

**3110 NURSING SEMINAR**

A nursing seminar designed to foster critical thinking and intellectual curiosity. Includes historical look at nursing, team nursing, the law and the nurse, opportunities in nursing, and current issues influencing the practice of nursing. 1-0-1\* (offered Fall & Winter terms)

## **Physical Education**

# **Physical Education**

**FACULTY:** Reynolds (Chairperson), Bell, Knowles, Rhodes. PBJC South Blanton

**MAJOR:** Physical Education

**COURSE PREFIXES:** DAA, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET

**PROGRAMS:**

**PHYSICAL EDUCATION (A.A. 10-227)**

COURSE TITLE		FRESHMAN YEAR		HOURS CREDIT
		Fall	Winter	
BSC 1010	Principles of Biology .....	3		
ENC 1103	Freshman Communications I .....	3		
ENC 1136	Freshman Communications II .....		3	
PEO 1323	Volleyball: Fundamentals and Officiating .....	3		
PEO 2623	Basketball: Fundamentals and Officiating .....		3	
PEP 1221	Fundamentals of Stunts, Tumbling and Gymnastics .....		3	
PET 2000	Introduction to Physical Education .....	3		
POS 1001*	Introduction to Political Science.....		3	
SOC 1200	Introduction to the Social Sciences.....	3		
ZOO 1013	General Zoology .....		3	
ZOO 1013L	General Zoology Laboratory .....			1
		15		16
SOPHOMORE YEAR				
ARH 1000 or	Art Appreciation .....			3
MUL 1011	Music Appreciation .....	(3)		
DAA 1050	Fundamentals of Rhythms .....		2	
HES 2121	Life Science and Health .....	3		
MGF 1113	General Education Mathematics I .....		3	
PEL 1016	Fundamentals of Field Sports .....	2		
PEO 1141	Fundamentals of Archery and Golf .....	2		
PEO 2341	Fundamentals of Racquet Sports.....		3	
PET 2010	Principles and Mechanics of Movement.....	2		
PSY 2012	General Psychology.....		3	
SPC 1600	Fundamentals of Speech .....	3		
	Literature.....	3		
	Electives** .....			2
		15		16

\*POS 2041 or AMH 2010 may be substituted.

\*\*Must be General Education Elective.

**NOTE:** Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

## **COURSE DESCRIPTIONS**

### **Dance Activities**

#### **DAA 2160 FUNDAMENTALS OF INTERPRETIVE MOVEMENT**

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours

**AA 2161 ADVANCED INTERPRETIVE MOVEMENT**

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1\* (offered Winter term)

**AA 2374 FOLK AND SQUARE DANCE**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\* (offered Winter term)

**leisure**

**EL 2700 RECREATION FOR THE AGED AND HANDICAPPED**

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. 1-4-3\* (offered Fall term)

**Physical Education Activities**

**EL 1011 TEAM ACTIVITIES**

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\* (offered Fall term)

**EL 1211 SOFTBALL**

This course includes skills, strategy, and application of rules for softball with opportunity given for development of officiating techniques. 0-2-1\* (offered Fall & Winter terms)

**EL 1321 VOLLEYBALL**

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\* (offered Fall & Winter terms)

**EL 1346 BADMINTON**

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1\* (offered Fall & Winter terms)

**EL 1441 RACQUETBALL/PADDLEBALL**

This course is designed to provide the student with basic skills, technique, knowledge, strategy, and application of rules in racquetball/paddleball. 0-2-1\* (offered Fall & Winter terms)

**EL 1621 BASKETBALL**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1\* (offered Fall term)

**EL 2041 RECREATIONAL GAMES**

This course offers activities of a recreational nature with emphasis on participation in table tennis, paddle tennis, deck tennis and other activities subject to staff approval. 0-2-1\* (offered Fall & Winter terms)

**EL 2111 BOWLING**

This course includes the theory, the application and the practice of basic skills in bowling. 0-2-1\* (See Fee Schedule) (offered Fall & Winter terms)

**EL 2221 GOLF**

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. 0-2-1\* (offered Fall, Winter & Spring terms)

**EL 2141 ARCHERY**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\* (offered Fall, Winter & Spring terms)

ecture-Lab-Credit Hours

## **Physical Education**

### **PEL 2341 BEGINNING TENNIS**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\* (offered Fall, Winter & Spring terms)

### **PEL 2342 INTERMEDIATE TENNIS**

(Prerequisite: PEL 2341 or consent of instructor). This course is designed for the more advanced tennis student to pursue application of tennis skills by a combination of learning analyzations, strategies, and progressions of skill development 0-2-1\* (offered Fall & Winter terms)

### **PEM 1100 PHYSICAL FITNESS**

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness. 0-2-1\* (offered Fall & Winter terms)

### **PEM 1201 GYMNASTICS**

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1\* (offered Fall & Winter terms)

### **PEM 1421 WRESTLING**

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1\* (offered Winter term)

### **PEM 2405 SELF-DEFENSE**

Designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense, includes instruction in crime prevention by safeguarding person and property through awareness. 0-2-1\* (offered Fall, Winter & Spring terms)

### **PEN 1231 BASIC SAILING**

The purpose of this course is to provide a basic understanding of sailing, sail boats, sailing skill, and water safety. 0-2-1\*

### **PEN 2113 SENIOR LIFESAVING**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0-2-1\* (offered Winter term—see fee schedule.)

### **PEN 2122 INTERMEDIATE SWIMMING AND DIVING**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1\* (offered Fall & Winter terms—see fee schedule)

### **PEN 2251 CANOE CAMPING**

This course will provide the opportunity for students to acquire the knowledge, skills and appreciation of nature necessary for successful leisure experiences in the wilderness and to plan for canoe trips (overnight). 0-2-1\*

### **PEQ 2115 WATER SAFETY INSTRUCTOR**

(Prerequisite: PEN 2113) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1\* (offered Winter term)

\*Lecture-Lab-Credit Hours

## **sical Education Major Courses**

### **1050 FUNDAMENTALS OF RHYTHMICS**

Basic fundamentals of folk dance, square dance, singing games and other rhythmic activities. 1-2-2\* (offered Winter term)

### **1016 FUNDAMENTALS OF FIELD SPORTS**

Practice in basic skills, strategies, and progressions in football, soccer, speed-ball, gatorball, flag-tag, softball and others, subject to staff approval. 1-2-2\* (offered Fall term)

### **1121 FUNDAMENTALS OF AQUATICS**

Practice in the basic skills and progressions in swimming. Attitudes towards safety are developed. Students are exposed to the organization of and the officiating of meets. 1-2-2\* (offered Fall term)

### **1141 FUNDAMENTALS OF ARCHERY AND GOLF**

This course is designed to give the student knowledge and skills in archery and golf. 1-2-2\*

### **1323 VOLLEYBALL: FUNDAMENTALS AND OFFICIATING**

This course is designed to give the student knowledge and skills in playing and officiating volleyball. 2-2-3\*

### **2341 FUNDAMENTALS OF RACQUET SPORTS**

This course is designed to give the student knowledge and skills in tennis, racquetball, and badminton. 2-2-3\*

### **2623 BASKETBALL: FUNDAMENTALS AND OFFICIATING**

This course is designed to give the student knowledge and skills in playing and officiating basketball. 2-2-3\*

### **1221 FUNDAMENTALS OF STUNTS, TUMBLING, AND GYMNASTICS**

This course is designed to give the student self-confidence, knowledge, and skills in performing acrobatic stunts, tumbling, and gymnastics. 2-2-3\*

### **2000 INTRODUCTION TO PHYSICAL EDUCATION**

(Prerequisite: Open only to declared PE majors and minors) This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3\* (offered Fall & Winter terms)

### **2010 BASIC PRINCIPLES AND MECHANICS OF MOVEMENT**

This course is designed to provide the pre-professional, physical education student with an understanding of efficient movement and the basic mechanical principles underlying it, with application of these principles to fundamental physical skills, sports and dance. 2-0-2\* (offered Fall term)

ture-Lab-Credit Hours

## **Related Health Programs**

# **Related Health Programs:**

**FACULTY:** Schmiederer (Chairperson, Allied Health Division), Bortnick, Meeker, Sabonis-Chafee, Saunders, Seemayer, Walker

**MAJORS:** Health Education (A.A.), Medical Assistants (A.S.), Medical Laboratory Technology (A.S.), Medical Technologist (A.A.), Mental Health Technology (A.S.), Occupational Therapy (A.A.), Occupational Therapy Assistant (A.S.), Physical Therapy (A.A.), Radiological Technology (A.S.)

**COURSE PREFIXES:** APB, EMT, GEY, HES, LEI, MHT, MLS, OTH, RTE

### **PROGRAMS:**

#### **HEALTH EDUCATION (A.A. 21-226)**

##### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000 or MUL 1011	Art Appreciation .....	3	
BSC 1010	Music Appreciation .....	(3)	
BSC 1010L	Principles of Biology .....	3	
ZOO 1013L	Principles of Biology Laboratory .....	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
HES 2121	Life Science and Health .....	3	
MGF 1113	General Education Math I .....		3
	Physical Education .....	1	
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001*	Introduction to Political Science.....		3
		17	14

##### **SOPHOMORE YEAR**

CHM 1015	Principles of Chemistry.....	3	
	Literature.....	3	3
HUN 1201	Elements of Nutrition.....	3	
HES 1400	Standard First Aid and Personal Safety .....		1
PHI 1100	Art of Thinking .....		3
PSY 2012	General Psychology.....	3	
EGC 2120	Personality Development.....		3
SPC 1600	Fundamentals of Speech .....		3
	Electives .....	3	3
		15	16

\*POS 2041 or AMH 2010 may be substituted.

## Related Health Programs

### **MEDICAL ASSISTANT (A.S. 21-030)**

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CC 1001	Principles of Accounting I.....		3
ES 1100	Beginning Typewriting .....	3	
ES 1110	Intermediate Typewriting .....		3
ES 2331	Business Communications .....		3
PB 1190	Anatomy and Physiology I .....	2	
PB 1190L	Anatomy and Physiology I Laboratory .....	1	
PB 1191	Anatomy and Physiology II.....		2
PB 1191L	Anatomy and Physiology II Laboratory.....		1
HM 1015	Principles of Chemistry.....	3	
HM 1015L	Principles of Chemistry Laboratory.....	1	
NC 1103	Freshman Communications I.....	3	
JN 1201	Elements of Nutrition.....		3
ES 1000*	Perspectives on Healthful Living .....		2
ES 1400	Standard First Aid and Personal Safety .....	1	
SY 2012	Physical Education.....	1	1
	General Psychology.....	3	
		18	18

#### **SOPHOMORE YEAR**

ES 1341	Office Practice .....	3
JCB 1000	Microbiology .....	2
JCB 1000L	Microbiology Laboratory.....	1
PB 2303C	Medical Laboratory Procedures I .....	3
PB 2311C	Medical Laboratory Procedures II .....	3
PB 1949	CO-OP: Related Health Program .....	3
IRE 2001	Medical Terminology .....	3
GC 2120	Personality Development .....	3
OC 1200	Introduction to the Social Sciences .....	3
OS 1001**	Introduction to Political Science.....	3
	Electives .....	3
		15
		15

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.



## Related Health Programs

### MEDICAL TECHNOLOGY (A.A. 21-036)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlines.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory .....	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Laboratory .....	1	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Laboratory .....		1
ENC 1103	Freshman Communications I .....	3	
ENC 1136	Freshman Communications II .....		3
MAC 1104	College Algebra .....	3	
MAC 1144	Trigonometry and Analytic Geometry .....		3
ARH 1000 or	Art Appreciation .....	3	
MUL 1011	Music Appreciation .....	(3)	
HES 1000*	Perspectives on Healthful Living .....		2
	Physical Education .....		1
		17	17

#### SOPHOMORE YEAR

SOC 1200	Literature .....	3
POS 1001**	Introduction to the Social Sciences .....	3
PHY 2023	Introduction to Political Science .....	3
PHY 2048L	General Physics I .....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2024	General Physics II .....	3
PHY 2049L	General Physics II Laboratory .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
	Physical Education .....	1
	Electives .....	3
		14
		15

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Some colleges offering Medical Technology highly recommend some of the following courses in addition to the above requirements: BOT 1010-BOT 1010L, PHI 1100, STA 2014.

## Related Health Programs

### MEDICAL LABORATORY TECHNOLOGY (A.S. 21-032)

Requirements for Certification by the Registry of Medical Technologists of the American Society of Clinical Pathologists, Dated January 1973.

Medical Laboratory Technician—MLT (ASCP)"

CLA (ASCP) certification plus associate degree or equivalent, including courses in chemistry and biology, plus Registry examination (Until July 1, 1973 those individuals certified CLA (ASCP) who meet academic requirements may be certified MLT (ASCP) without examination.)"

In compliance with this requirement for certification, the following program for Medical Laboratory Technology has been developed.

Credit will be granted for the following courses and hours of credit to:

- (1) A person who is a Certified Laboratory Assistant, CLA (ASCP).
- (2) A person who is a Certified Technician as approved by the American Medical Technologists and who is actively employed.
- (3) A person who is a Registered Medical Technologist as approved by the International Society of Clinical Laboratory Technologists and who is actively employed.

A person who does not have any of the above certifications must make his own arrangements with a hospital that provides such a training program. Information on local hospital training may be obtained from the college.

COURSE	TITLE	SEMESTER HOURS CREDIT	
LS 1000	Introduction to Medical Laboratory Technology .....	4	
LS 1430	Medical Parasitology .....	3	
S 1600	Medical Instrumentation .....	2	
LS 2610C	Clinic Chemistry .....	5	
LS 2360	Hematology and Urinalysis .....	4	
LS 2530	Immunogematology and Serology .....	4	
LS 2804	Clinical Procedures .....	9	
			31

### COLLEGE COURSES TO BE COMPLETED ARE:

		Fall	Winter
SC 1010	Principles of Biology .....	3	
SC 1010L	Principles of Biology Laboratory .....	1	
CB 1000	Microbiology .....		2
CB 1000L	Microbiology Laboratory.....		1
HM 1045	General Chemistry I .....	3	
HM 1045L	General Chemistry I Laboratory .....	1	
HM 1046	General Chemistry II .....		3
HM 1046L	General Chemistry II Laboratory.....		1
NC 1103	Freshman Communications I.....	3	
NC 1136	Freshman Communications II .....		3
ES 1000*	Perspectives on Healthful Living .....		2
AT 1033	Intermediate Algebra.....	3	
	Physical Education .....	1	1
OC 1200	Introduction to the Social Sciences.....	3	
OS 1001**	Introduction to Political Science.....		3
		18	16

HES 2121 may be substituted.

POS 2041 or AMH 2010 may be substituted.

## **Related Health Programs**

### **MENTAL HEALTH TECHNOLOGY (A.S. 21-340)**

A Mental Health Technologist will work in a variety of human services under the direction and supervision of professional personnel. He will be equipped to make a useful contribution to community action in programs in innovative new roles and functions for human service workers.

The Mental Health Technology curriculum is designed to educate a Mental Health generalist who is trained for a family of occupations, rather than a specific job. Students will study a core of general education subjects combined with specialized courses related to behavior disorders. As part of the program, the student will participate in supervised field work experience in several different kinds of community agencies and institutions.

Upon Completion of the Mental Health curriculum, the student will be able to function in a wide range of roles in the social services and human service agencies. The beginning professional may assist in individual and group counseling, psychological assessment and conducting initial interviews in social service agencies and child care centers. Other settings in which the beginning professional may function include special education classes, general hospital settings, and mental health and/or substance abuse centers.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	Freshman Communications I.....	3	
MHT 1010	Introduction to Mental Health .....	3	
MHT 1300	Interviewing and Recording.....	3	
	Physical Education.....	1	
PSY 2012	General Psychology.....	3	
SOC 1200	Introduction to the Social Sciences.....	3	
ENC 1136	Freshman Communications II .....		3
HES 1400	Standard First Aid and Personal Safety .....		1
MHT 1210	Group Dynamics .....		3
MHT 1949	CO-OP: Mental Health Field Work I .....		6
DEP 2102	Child Growth and Development .....		3
		16	16

#### **SOPHOMORE YEAR**

MHT 2122	Psychotherapy: Theory and Practice .....	3
MHT 2949	CO-OP: Mental Health Field Work II.....	6
	Physical Education.....	1
EGC 2120	Personality Development.....	3
POS 1001	Introduction to Political Science.....	3
SOC 1010**	American Social Problems.....	3
BSC 1010	Principles of Biology .....	3
HES 1000***	Perspectives on Healthful Living .....	2
SPC 1600	Fundamentals of Speech .....	3
MAF 2001	Marriage and Family Relationships .....	3
		16
		14

\*POS 2041 or AMH 2010 may be substituted.

\*\*If a student is planning to work in the area of alcoholism rehabilitation, he may substitute MHT 1510.

\*\*\*HES 2121 may be substituted.

**OCCUPATIONAL THERAPY ASSISTANT (A.S. 21-240)**

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (B.S. Degree holder) giving specific treatment of patients with physical or psychological disabilities. This curriculum has been developed along the guidelines of the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to take the American Occupational Therapy Association examination to become a Certified Occupational Therapy Assistant.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
APB 1190	Anatomy and Physiology I .....	2	
APB 1190L	Anatomy and Physiology Laboratory I .....	1	
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
HES 1000**	Perspectives on Healthful Living .....		2
HES 1400	Standard First Aid and Personal Safety .....		1
MHT 1210	Principles of Group Dynamics.....		3
NUR 2092	Human Growth and Development .....		2
OTH 1001	Introduction to Occupational Therapy.....	3	
OTH 1121	Therapeutic Media .....	3	
OTH 1800	Occupational Therapy Practicum .....	2	
OTH 2410	Medical Problems Related to Rehabilitation.....		3
	Physical Education.....	1	1
PSY 2012	General Psychology.....	3	
SOC 1200	Introduction to the Social Sciences.....		3
		18	18

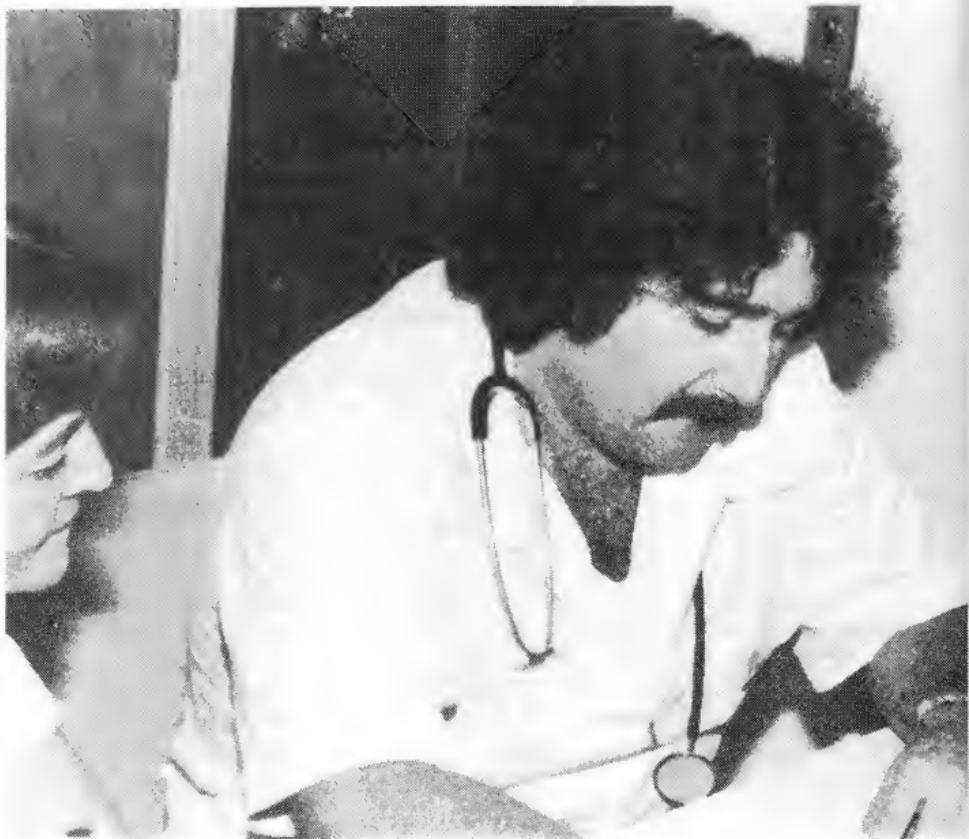
**SOPHOMORE YEAR**

ART 1101	Arts and Crafts II .....	3
LEI 2700	Recreation for the Aged and Handicapped .....	3
OTH 1300C	Psychiatric Occupational Therapy.....	3
OTH 2100C	Occupational Therapy Activities.....	3
OTH 2420	Occupational Therapy for the Physically Disabled ..	3
OTH 1949	CO-OP: Clinical Practice .....	8
POS 1001*	Introduction to Political Science.....	3
		18
		8

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

## Related Health Programs



### OCCUPATIONAL THERAPY (A.A. 21-237)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1100	Arts and Crafts I.....	3	
ARH 1000 or	Art Appreciation .....		3
MUL 1011	Music Appreciation .....	(3)	
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory .....	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
HES 1000*	Perspectives on Healthful Living .....	2	
MGF 1113	General Education Math I .....		3
SOC 1200	Physical Education .....	1	1
POS 1001**	Introduction to the Social Sciences.....	3	
	Introduction to Political Science.....		3
		16	17

\*\*HES 2121 may be substituted.

## Related Health Programs

### SOPHOMORE YEAR

ART 1201	Design I .....	3	
ART 1110	Ceramics I .....	2	
	Literature.....	3	3
HES 1400	Standard First Aid and Personal Safety .....	1	
PSC 1513	Survey of Physical Science I .....	3	
PSC 1341	Survey of Physical Science II.....		4
PSY 2012	General Psychology.....	3	
EGC 2120	Personality Development.....		3
SPC 1600	Fundamentals of Speech .....		3
	Electives .....		3
		<u>15</u>	<u>16</u>

### PHYSICAL THERAPY (A.A. 21-228)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1000 or MUL 1011	Art Appreciation .....		3
BSC 1010	Music Appreciation .....	(3)	
BSC 1010L	Principles of Biology .....	3	
ZOO' 1013	Principles of Biology Laboratory .....	1	
ZOO 1013L	General Zoology .....		3
ENC 1103	General Zoology Laboratory .....		1
ENC 1136	Freshman Communications I.....	3	
MAC 1104	Freshman Communications II .....		3
CHM 1045	Physical Education.....	1	1
CHM 1045L	College Algebra.....	3	
CHM 1046	General Chemistry I .....	3	
CHM 1046L	General Chemistry I Laboratory .....	1	
PHI 1100	General Chemistry II .....		3
	General Chemistry II Laboratory.....		1
	Art of Thinking .....		3
		<u>18</u>	<u>15</u>

### SOPHOMORE YEAR

HES 1000*	Literature.....	3
HES 1400	Perspectives on Healthful Living .....	2
	Standard First Aid and Personal Safety .....	1
PHY 2023	General Physics I .....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2024	General Physics II .....	3
PHY 2049L	General Physics II Laboratory .....	1
PSY 2012	General Psychology.....	3
EGC 2120	Personality Development.....	3
SOC 1200	Introduction to the Social Sciences.....	3
POS 1001**	Introduction to Political Science.....	3
	Electives .....	3
		<u>13</u>
		<u>16</u>

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## **Related Health Programs**

### **RADIOLOGICAL TECHNOLOGY (A.S. 21-303)**

Palm Beach Junior College provides the opportunity for any individual who has completed a program of Radiological Technology which meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Radiologic Technologists, and passed the Registry examination in X-ray Technology to finish the below listed requirement of the college for graduation to receive an Associate in Science Degree in Radiological Technology. Information may be obtained from the College on Radiological Technology training in local hospitals.

Credit would be granted to the student for courses listed below:

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
RTE 1401C	Radiological Technique I .....	3	
RTE 1800L	Applied Radiological Technique I.....	3	
RTE 1402C	Radiological Technique II.....	3	
RTE 1810L	Applied Radiological Technique II .....	5	
APB 1223	Topgraphic Anatomy and Physiology .....	3	
RTE 2403C	Radiological Technique III .....	3	
RTE 2850L	Applied Radiological Technique III .....	3	
RTE 2404C	Radiological Technique IV .....	3	
RTE 2840L	Applied Radiological Technique IV .....	5	
RTE 2860L	Applied Radiological Technique V.....		5
			36

ADDITIONAL COURSES TO BE COMPLETED BY THE STUDENT INCLUDE:

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BSC 1010	Principles of Biology .....	3	
BSC 1010L *	Principles of Biology Laboratory .....	(1)	
ENC 1103	Freshman Communications I.....	3	
ENC 1136 or	Freshman Communications II .....		3
ENC 1313	Technical Writing .....	(3)	
HES 1000**	Perspectives on Healthful Living .....		2
	Physical Education .....	1	1
PSY 2012	General Psychology.....		3
SPC 1600	Fundamentals of Speech .....		3
SOC 1200	Introduction to the Social Sciences.....	3	
POS 1001***	Introduction to Political Science.....		3
MGF 1113	General Education Math I (Modules G, H, K).....	3	
		13 - 14	15

\*BSC 1010L is optional.

\*\*HES 2121 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** It is highly recommended that during the Fall Term, MRE 2001 be taken.

## **COURSE DESCRIPTIONS**

### **APB 1949 CO-OP: RELATED HEALTH PROGRAM**

(Prerequisite: APB 2303C) Co-OP education in Related Health Program is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experiences in the student's chosen career. During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. The student and teacher-coordinator determine the objectives for the on-the-job Related Health assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-5-3\* (offered Spring term)

### **APB 2303C MEDICAL LABORATORY PROCEDURES I**

(Prerequisite: CHM 1015 or higher. Previous experience will fulfill the prerequisite) This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching and other procedures that may be required by the physician. 1-4-3\* (offered Fall term)

### **APB 2311C MEDICAL LABORATORY PROCEDURES II**

(Prerequisite: APB 2303C) This course is a continuation of APB 2303C. Theory and practice in medical laboratory instrumentation and procedures are emphasized. In addition, drugs used commonly in the physician's office are studied in relation to their physical and chemical characteristics, dosage, actions, and reactions. 1-4-3\* (offered Winter term)

### **EMT 2208\*\* EMERGENCY MEDICAL TECHNOLOGY—PARAMEDIC I**

(Prerequisite: State of Florida EMT I Certification). A theoretical and practical study of advanced life-saving procedures incorporated in life-support systems. The student shall learn to identify life-threatening situations and, under the direction of a physician, administer triage, IV's and treat shock, orthopedics soft tissue trauma and respiratory problems. Extrication and telemetry shall also be studied. 6-14-8\* (offered Fall term)

### **EMT 2209\*\* EMERGENCY MEDICAL TECHNOLOGY—PARAMEDIC II**

(Prerequisite: A grade of "C" or higher in EMT 2208). The student shall learn both the theory and practice of advanced life-support skills to include the cardiovascular medical emergencies and the associated pharmacology. Also CNS and OB-Peds emergencies are studied. 6-14-8\* (offered Winter term)

\*\*EMT 2208 and EMT 2209 are designed specifically for individuals who are currently employed in Advance Life-Support Agencies and have at least one (1) year's experience as a Florida State Certified EMTI.

### **GEY 2000 GERONTOLOGY**

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Areawide Councils on Aging, Multi-purpose Human Services Resources, local, state and national. The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services. 3-0-3\* (offered Fall term)

\*Lecture-Lab-Credit Hours

## **Related Health Programs**

### **HES 1000 PERSPECTIVES ON HEALTHFUL LIVING**

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency and preparation for effective family living. 2-0-2\*† (offered all terms)

### **HES 1400 STANDARD FIRST AID AND PERSONAL SAFETY**

This course offers a review of the theories, practices, and skills that meet certification requirements by the American Red Cross. Students will also be instructed in the techniques of cardiopulmonary resuscitation. 0-2-1\* (offered Fall & Winter terms)

### **HES 2121 LIFE SCIENCE AND HEALTH**

This course is designed to provide health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3-0-3\*† (offered Fall & Winter terms)

### **LEI 2702 INTRODUCTION TO THERAPEUTIC ACTIVITY**

(Effective Winter Term 79-80)

The course will, using a variety of instructional methodologies, address the requisite communicative and administrative skills; the cognitive and affective domains of the physical and the psycho-social aspects of aging; the activities and their adaptations; volunteerism; and program concepts that are vital to the successful performance of activity coordinators. 3-0-3\*

## **Mental Health Technology**

### **MHT 1010 INTRODUCTION TO MENTAL HEALTH TECHNOLOGY**

An orientation to the field of mental health; history, current concepts and roles of beginning professionals in the field are reviewed and discussed. Various community agencies are explored. A core of studies will investigate the services offered, eligibility, areas served, fees, and methods of treatment and referral. Field trips and guest lecturers may be scheduled. 3-0-3\* (offered Fall term)

### **MHT 1210 PRINCIPLES OF GROUP DYNAMICS**

A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communications systems, tasks and problem solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3\* (offered Winter term)

### **MHT 1300 INTERVIEWING AND RECORDING**

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3-0-3\* (offered Fall term)

### **MHT 1510 COUNSELING THE CHEMICALLY DEPENDENT PERSON**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing and critique are part of this instruction. 3-0-3\* (offered Winter term)

\*Lecture-Lab-Credit Hours

†Students are permitted to take only one of these courses at PBJC.

## Related Health Programs

### HT 1949 CO-OP: MENTAL HEALTH FIELD WORK I

(Prerequisites: MHT 1010 and MHT 1300) Co-Op Education in Mental Health Field Work is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. The student and teacher-coordinator determine the objectives for the on-the-job Mental Health Field Work assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 2-8-6\* (offered Winter term)

### HT 2122 PSYCHOTHERAPY: THEORY AND PRACTICE

(Prerequisite: PSY 2012) The student will obtain a basic knowledge of understanding of the current systems of psychotherapy to include terminology, modality types, and effectiveness in regard to specific syndromes and/or dysfunctions. 3-0-3\* (offered Fall term)

### HT 2949 CO-OP: MENTAL HEALTH FIELD WORK II

(Prerequisite: MHT 1949) A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental techniques in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. Students will be rotated through different services and work with staff as team members, supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 2-8-6\* (offered Winter term)

## Occupational Therapy

### TH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY

(Co-requisite: OTH 1800) An introduction to the history, philosophy, development and present status in rehabilitation of occupational therapy with emphasis on the role of the occupational therapy assistant. The use of occupational therapy in the treatment of geriatric patients with emphasis on man's need for work and leisure, the effects of illness and disability on human behavior in general and the psychological aspects of physical disability will also be discussed. Special attention will be given to current attitudes toward the dying patient. Medicare and Medicaid programs, agencies for health care, the law as it relates to patients, institutions and employees. Basic medical terminology will be introduced. 3-0-3\* (offered Fall term)

### TH 1121 THERAPEUTIC MEDIA (For OTA only)

This course provides opportunities for the student to acquire competence in the areas of: skilled performance of minor craft activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials, and design and maintenance of activity files. Learning will be experiential, with demonstrations by the instructor involving student participation, student-instructed demonstrations and independent study projects. 2-2-3\* (offered Fall term)

### OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY

(Prerequisites: OTH 1001, OTH 1800, PSY 2012, NUR 2092, MHT 1210) This course provides the student with an understanding of occupational therapy as a diagnostic, evaluative and treatment process for mental illness. Material covered will include: review of abnormal psychology, past and current trends, the dyadic relationship, group phenomena in occupational therapy, the meaning of activities and current practices. Weekly experience in psychiatric and mental health facilities will be coordinated with class work. 2-2-3\* (offered Fall term)

## **Related Health Programs**

### **OTH 1800 OCCUPATIONAL THERAPY PRACTICUM**

(Co-requisite: OTH 1001) This course provides three hours a week visiting County Health and Welfare agencies for one month and three months experience as volunteer in a Nursing Home Activity Program with opportunities to plan and implement appropriate activities under the supervision of the activity director. Weekly seminars provide background material on the nursing home population and group evaluation of the experience. 1-3-2\* (offered Fall term)

### **OTH 1949 CO-OP: CLINICAL PRACTICE**

(Prerequisites: MHT 1210, NUR 2092, "C" or better in all OTH courses) Co-Op Education in Supervised Clinical Practice is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student chosen career. Clinical experience working with patients in local occupation therapy departments under the supervision of a registered occupation therapist. The experience is divided between a physical disabilities clinic and mental health clinic. The student and teacher-coordinator determine the objectives for the on-the-job supervised clinical practice assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 0-24-8\* (offered Winter term)

### **OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB**

(Prerequisites: OTH 1001, OTH 1121, OTH 1800) Instruction in activities of daily living for the disabled. Introduction to splinting and bracing with emphasis on purpose, proper application and daily care, development and use of forms and records, survey of therapeutic activities such as leather work, needlecraft mosaics, copper tooling, etc., with emphasis on instructional techniques. Acquisition and use of equipment and materials, care of supplies and application in treatment. Development of skills to a point which permits follow through. 1-4-3 (offered Fall term)

### **OTH 2410 MEDICAL PROBLEMS RELATED TO REHABILITATION**

(Prerequisites: OTH 1001, OTH 1800, APB 1190, APB 1190L) This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3\* (offered Winter term)

### **OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED**

(Prerequisites: OTH 1001, OTH 1800, OTH 2410, OTH 1121, NUR 2092) Treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in occupational therapy clinics. Muscle testing and joint range of motion measurements will be introduced. What to observe and how to report effectively. 3-0-3\* (offered Fall term)

### **MLS 1000 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY**

An orientation to the field of laboratory medicine introducing basic equipment and techniques in all phases of the medical laboratory. 2-4-4\*

### **MLS 1430 MEDICAL PARASITOLOGY**

Emphasis is on the laboratory diagnosis of the protozoan, helminth and arthropod infections of medical importance with special attention to those indigenous to the area. Gross and microscopic materials for demonstration. 1-6-3\*

### **MLS 1600C MEDICAL INSTRUMENTATION**

Care, maintenance, and use of medical electronic and optic equipment such as compound and dissection microscopes, spectrophotometers, colorimeters, atomic absorption spectrophotometers, pH meters, autoanalysers, flame photometers, blood gas apparatus, electrophoresis, coulter counters, etc. Selected topics in circuitry and fundamentals of electronics. 1-3-2\*

\*Lecture-Lab-Credit Hours

**LS 2610C CLINICAL CHEMISTRY**

General principles involved in the quantitative analysis of the chemical constituents of such body substances as blood, urine, and feces in health and disease. Various techniques as colorimetry, potentiometry, gasometry, fluorimetry and chromatography are applied. 2-9-5\*

**LS 2360 HEMATOLOGY AND URINALYSIS**

Study of normal and abnormal cell morphology. Performance of tests such as cell counts, differentials, hematocrits, sedimentation rates, platelet counts, fragility, coagulation, etc. Urine analyzed for normal and abnormal constituents in health and disease. 2-6-4\*

**LS 2530 IMMUNOHEMATOLOGY AND SEROLOGY**

Blood banking including typing, grouping, and cross-matching. Antigen-antibody reactions. Complement fixation, precipitation, flocculation, hemagglutination, VDRL, and antistreptolysin tests. 2-6-4\*

**LS 2804 CLINICAL PROCEDURES**

Theory and practice of laboratory procedures involved in the disciplines of clinical chemistry, hematology, microbiology, parasitology, etc. Supervised experience in clinical laboratories in which students relate through the various departments. 4-27-13\*

**TE 1401C RADIOLOGICAL TECHNIQUE I**

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

a. **Professional Ethics**—to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a paramedical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.

b. **Darkroom Chemistry and Technique**—the objective course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.

c. **Principles of Radiographic Exposure I**—the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.

d. **Radiographic Positioning I**—the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.

e. **Film Critique I, II, III, and IV**—to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

**RTE 1800L APPLIED RADIOLOGICAL TECHNIQUE I**

\*Lecture-Lab-Credit Hours

## **Related Health Programs**

### **RTE 1402C RADIOLOGICAL TECHNIQUE II**

This course follows immediately after Radiological Technique I, and includes positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

- a. **Radiographic Positioning II**—to give the student instruction in the more difficult and radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.
- b. **Principles of Radiographic Exposure II**—to give the student instruction in the use of cones, diaphragms, collimators, filters, grids, screens, and film and the effect each has on the radiograph.
- c. **Common Procedures Using Contrast Media**—to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used and the reactions and contradictions of these media.
- d. **Nursing Procedures**—to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.
- e. **Pediatric Radiography**—to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

### **RTE 1810L APPLIED RADIOLOGICAL TECHNIQUE II**

### **APB 1223 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY**

This course includes the anatomy and physiology of all vertebrates. However, particular attention is directed to the structure and functioning of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to the other organs within the same anatomical region. (see Biology section)

### **RTE 2403C RADIOLOGICAL TECHNIQUES III**

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special radiographic procedures, and film critique.

- a. **Radiographic Positioning III**—to positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.
- b. **Principles of Radiographic Exposure III**—to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and all exposure factors.
- c. **Radiation Protection**—this course provides instruction as to the various ways and means of protecting that part of the patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.
- d. **Special Procedure**—to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

\*Lecture-Lab-Credit Hours

**2850L APPLIED RADIOLOGICAL TECHNIQUE III**

**2404C RADIOLOGICAL TECHNIQUE IV**

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

a. **Radiation Therapy and Nuclear Medicine**—this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

b. **Intraoral Radiology**—to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.

c. **Equipment Maintenance**—to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function in the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.

d. **Departmental Administration**—to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental intra- and inter-departmental relationships such as those pertaining to attitudes and policies relative to personnel management.

e. To acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

**TE 2840L APPLIED RADIOLOGICAL TECHNIQUE IV**

**TE 2860L APPLIED RADIOLOGICAL TECHNIQUE V**

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques. Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.

Lecture-Lab-Credit Hours

# Science

**FACULTY:** Dasher (Chairperson). PBJC South, Krieger. PBJC Glade Phillips. PBJC North, Marsteller.

**BIOLOGY SECTION:** Aldridge, Allred, Bailey, Butler, Caylor, Hartman Hilliard, McCracken, Sammons

**MAJORS:** Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Plant Sciences (Agriculture), Science Education, Water and Wastewater Technology, Zoology

**COURSE PREFIXES:** APB, BOT, BSC, EVS, HOS, MCB, OCB, PCB, ZOO

**PROGRAMS:**

It is understood that the co-requisite for the laboratory is the lecture and vice versa that a student must enroll in both initially and if he withdraws before the 10 week period, he must withdraw from both lecture and lab. After the 10 week period, the student may withdraw from either the lecture or the laboratory.

**GENERAL BIOLOGY (A.A. 02-296)**

**BACTERIOLOGY (A.A. 02-031)**

**BIOLOGY TEACHER (A.A. 02-027)**

**MARINE BIOLOGY (A.A. 02-035)**

**CONSERVATION (WILD LIFE) (A.A. 02-033)**

**SCIENCE EDUCATION (A.A. 02-029)**

**ZOOLOGY (A.A. 02-034)**

**SUGGESTED CURRICULUM:** The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program:

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1010	Principles of Biology .....	3
BSC 1010L	Principles of Biology Laboratory .....	1
BOT 1010	General Botany I .....	3
BOT 1010L	General Botany I Lab .....	1
or		
ZOO 1013	General Zoology.....(3)	
ZOO 1013L	General Zoology Laboratory .....	(1)
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory.....	1
ENC 1103	Freshman Communications I .....	3
ENC 1136	Freshman Communications II .....	3
MAC 1104	College Algebra.....	3
MAC 1144	Trigonometry and Analytic Geometry.....	3
	Physical Education.....	2
SOC 1200	Introduction to the Social Sciences .....	3

**SOPHOMORE YEAR**

GH 1000 or	Art Appreciation .....	3
JUL 1011	Music Appreciation .....	(3)
OO 2713	Comparative Vertebrate Anatomy I .....	2
OO 2713L	Comparative Vertebrate Anatomy I Laboratory .....	1
OO 2714	Comparative Vertebrate Anatomy II.....	2
OO 2714L or	Comparative Vertebrate Anatomy II Laboratory.....	1
OT 1153	Botany II .....	(3)
OT 1153L	Botany II Laboratory .....	(1)
CB 2063	Genetics .....	3
CB 2063L	Experiments in Genetics .....	1
HM 2210	Organic Chemistry I .....	3
HM 2210L	Organic Chemistry I Laboratory .....	1
HM 2211	Organic Chemistry II.....	3
HM 2211L or	Organic Chemistry II Laboratory.....	1
PHY 2023	General Physics I .....	(3)
PHY 2048L	General Physics I Laboratory .....	(1)
PHY 2024	General Physics II .....	(3)
PHY 2049L	General Physics II Laboratory.....	(1)
Literature.....		3
HES 1000*	Perspectives on Healthful Living .....	2
POS 1001**	Introduction to Political Science.....	3
		29

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**PLANT SCIENCES (AGRICULTURE) (A.A. 02-028)**

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1010	Principles of Biology .....	3
BSC 1010L	Principles of Biology Laboratory .....	1
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory.....	1
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
MAC 1104	College Algebra.....	3
MAC 1144	Trigonometry and Analytic Geometry.....	3
SOC 1200	Physical Education.....	2
POS 1001*	Introduction to the Social Sciences.....	3
	Introduction to Political Science.....	3
		32

\*POS 2041 or AMH 2010 may be substituted.

**Science****SOPHOMORE YEAR**

ARH 1000 or	Art Appreciation .....	3
MUL 1011	Music Appreciation .....	(3)
BOT 1010	General Botany I .....	3
BOT 1010L or	General Botany I Laboratory .....	1
ZOO 1013	General Zoology .....	(3)
ZOO 1013L	General Zoology Laboratory .....	(1)
PCB 2063**	Genetics .....	3
PCB 2063L**	Experiments in Genetics .....	1
HES 1000***	Perspectives on Healthful Living .....	2
PHY 2023	General Physics I .....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2024	General Physics II .....	3
PHY 2049L	General Physics II Laboratory .....	1
	Literature .....	3
	Elective .....	6
		<u>30</u>

\*\*Students planning to major in the life sciences in the College of Agriculture, University Florida, should not take genetics here.

\*\*\*HES 2121 may be substituted.

**NOTE:** Students planning to study Forestry at the University of Florida should include MAC 2400.

**WATER AND WASTEWATER TECHNOLOGY (A.S. 02-199)**

This program is approved by the Florida Department of Environmental Regulation for A, B or C certification in Water or Wastewater as follows:

C level Wastewater:	EVS 1220 and EVS 1222
C level Water:	EVS 1220 and EVS 1240
B level Wastewater:	EVS 1269, EVS 2233, EVS 1238 (or MAN 2000)
B level Water:	EVS 1269, EVS 1238 (or MAN 2000), EVS 2232
A level Water and Wastewater:	An A.S. degree in the program 02-199

**WATER AND WASTEWATER TECHNOLOGY COURSES**

COURSE	TITLE	SEMESTER HOURS CREDIT
EVS 1220	Principles of Water & Wastewater Technology.....	4
EVS 1222 or	Introduction to Wastewater Technology .....	4
EVS 1240	Introduction to Water Treatment .....	(4)
EVS 2242	Water Quality Control.....	3
EVS 2230	Water Supply and Wastewater Control .....	3
EVS 2232 or	Water Purification .....	4
EVS 2233	Wastewater Treatment .....	(4)
EVS 2105	Instrumentation and Controls .....	3
BCN 2765	Contracts, Specifications, Codes, Estimating, Costs	3
EVS 1238	Plant Management for Water/Waste water Operators.....	3
		<u>27</u>

**ADDITIONAL COURSES FOR A.S. DEGREE**

D 2000	Introduction to Economics .....	3
R 1001	Project Layout .....	3
S 1269	Microbiology for Wastewater Technology .....	2
S 1269L	Microbiology for Wastewater Technology Lab.....	1
D 1110C	Introduction to Technical Drawing .....	2
C 1103	Freshman Communications I.....	3
C 1136	Freshman Communications II .....	3
S 1000*	Perspectives on Healthful Living .....	2
	Physical Education .....	2
S 2041**	American National Government.....	3
C 1341	Survey of Physical Science II.....	3
C 1341L	Physical Science Laboratory .....	1
C 1200	Introduction to the Social Sciences .....	3
B 1321	Technical Math I .....	3
B 1322	Technical Math II .....	3
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HES 2121 may be substituted.

POS 1001 or AMH 2010 may be substituted.

**COURSE DESCRIPTIONS****Applied Biology****B 1120 ENVIRONMENTAL CONSERVATION**

Integrates and correlates the features of the natural environment with man's activities. Identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstration, selected field trips, and guidance in the completion of a conservation project are provided. 3-0-3\*(offered Fall, Winter & Spring terms)

**B 1190 ANATOMY AND PHYSIOLOGY I**

(Co-requisite: APB 1190L) An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-0-2\* (offered Fall, Winter & Spring terms)\*\*

**B 1190L ANATOMY AND PHYSIOLOGY I LAB**

(Co-requisite: APB 1190) Laboratory to accompany APB 1190. 0-2-1\* (offered Fall, Winter & Spring terms)\*\*

**B 1191 ANATOMY AND PHYSIOLOGY II**

(Co-requisite: APB 1191L; prerequisite: APB 1190) A continuation of APB 1190. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-0-2\* (offered Fall, Winter & Summer terms)\*\*

**B 1191L ANATOMY AND PHYSIOLOGY II LAB**

(Co-requisite: APB 1191) Laboratory to accompany APB 1191. 0-2-1\*(offered Fall, Winter & Summer terms)\*\*

**Lecture-Lab-Credit Hours**

These courses are taught in the nursing curriculum, dental health and certain related health programs.

## **Science**

### **Botany**

#### **BOT 1010 GENERAL BOTANY I**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010L). An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3\* (offered Fall & Winter terms)

#### **BOT 1010L GENERAL BOTANY I LAB**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010). The Laboratory exercises will correlate with the topics of the lecture. 0-2-1\* (offered Fall & Winter terms)

#### **BOT 1153 BOTANY II**

(Prerequisite: BOT 1010 and BOT 1010L) A detailed study of the vascular plant with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of plant collection. 3-0-3\*(offered Winter term)

#### **BOT 1153L BOTANY II LABORATORY**

(Prerequisite: BOT 1010; co-requisite: BOT 1153) The laboratory exercises will correlate with the topics of the lecture. 0-3-1\* (offered Winter term)

## **Introductory Biology**

### **BSC 1010 PRINCIPLES OF BIOLOGY**

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and bio-chemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3\* (offered all terms)

### **BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY**

(Prerequisite: or co-requisite: BSC 1010) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-1-1\*(offered all terms)

## **Horticultural Sciences**

### **HOS 2010 GENERAL HORTICULTURE**

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed, 3-0-3\* (offered evenings only)

## **Microbiology**

### **MCB 1000 MICROBIOLOGY**

(Co-requisite: MCB 1000L) A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease, and economic importance. 2-0-2\* (offered Fall, Winter & Summer terms)\*\*

### **MCB 1000L MICROBIOLOGY LABORATORY**

(Co-requisite: MCB 1000) Laboratory to accompany MCB 1000. 0-2-1\*(offered Fall, Winter & Summer terms)\*\*

\*Lecture-Lab-Credit

\*\*These courses are taught in the nursing curriculum, dental health and certain related health programs.

**ceanography: Biological****CB 2103 INTRODUCTION TO MARINE SCIENCE**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2103L). This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-0-3\* (offered on demand)

**CB 2103L INTRODUCTION TO MARINE SCIENCE LABORATORY**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2103). Laboratory for OCB 2103. 0-2-1\* (offered on demand)

**rocess Cell Biology****CB 2063 GENETICS**

(Prerequisite: BSC 1010) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\* (offered Winter term)

**CB 2063L EXPERIMENTS IN GENETICS**

(co- or prerequisite: PCB 2063) The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1\* (offered Winter term)

**oology****ZOO 1013 GENERAL ZOOLOGY LECTURE**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: ZOO 1013L). An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3\* (offered Fall & Winter terms)

**ZOO 1013L GENERAL ZOOLOGY LABORATORY**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: ZOO 1013). This laboratory includes observation of representative groups of the animal kingdom. 0-2-1\* (offered Fall & Winter terms)

**ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY I**

(Prerequisite: ZOO 1013 and ZOO 1013L) The laboratory includes examination of the photochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the chordates. 2-0-2\* (offered Fall term)

**ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY I LABORATORY**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: ZOO 2713.) Lab for ZOO 2713. 0-4-1\* (offered Fall term)

**ZOO 2714 COMPARATIVE VERTEBRATE ANATOMY II**

(Prerequisite: ZOO 2713 & ZOO 2713L). This is a continuation of ZOO 2713. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in ZOO 2713. In addition, some early embryology is included. 2-0-2\* (offered Winter term)

**ZOO 2714L COMPARATIVE VERTEBRATE ANATOMY II LABORATORY**

(Prerequisite: ZOO 2713 and ZOO 2713L; co-requisite: ZOO 2714. 0-4-1\* (Offered Winter term)

Lecture-Lab-Credit Hours

## **Science**

### **WASTEWATER COURSES**

The College has applied to the Florida Department of Environmental Regulation for approval of certain of its courses in the department's requirements for C, B and A certification. Please inquire about the status of these approvals, if they may apply in your particular case.

#### **EVS 1220 PRINCIPLES OF WATER AND WASTEWATER TECHNOLOGY**

A course for those interested in pursuing "C" level certification in water or wastewater technology. This course, designed in accordance with DER regulations, emphasizes fundamental hydraulics, mathematics, and plant management. 4-0-4\*

#### **EVS 1222 INTRODUCTION TO WASTEWATER TECHNOLOGY**

A course developed for those pursuing a career in a wastewater treatment plant emphasizing plant operations, laboratory analysis, and regulations. 4-0-4\*

#### **EVS 1238 PLANT MANAGEMENT FOR WATER/WASTEWATER OPERATORS**

This course covers the basic principles of water and wastewater plant management, including delegation of authority, employee evaluation and relationship problem solving and plant evaluation. The broad principles of supervision are discussed, including guidelines for procurement expertise. Special emphasis is placed on the personal development of the manager, including communication skills, as well as the importance of interfacing with the public. 3-0-3\* (offered upon demand)

#### **EVS 1240 INTRODUCTION TO WATER TREATMENT**

A course designed for those pursuing a career in a water treatment plant, emphasizing plant operations, laboratory analysis, and regulations. 4-0-4\*

#### **EVS 1269 MICROBIOLOGY FOR WATER & WASTEWATER TECHNOLOGY**

(Co-requisite: EVS 1269L). A study of basic microbiological theory as it pertains to water (pathogenic microorganisms) and wastewater treatment (biological filtration and aeration). 2-0-2\*

#### **EVS 1269L MICROBIOLOGY FOR WATER & WASTEWATER TECHNOLOGY LAB**

(Co-requisite: EVS 1269). Laboratory work includes culture and staining techniques as well as selected water quality tests for both water and wastewater. 0-2-1\*

#### **EVS 2105 INSTRUMENTATION AND CONTROLS**

An elementary study of hydraulic, pneumatic, mechanical, electrical and electronic control systems and components. Includes a basic description, analysis, and explanation of operation of instrumental controls for water and wastewater plants. Typical performance characteristics, accuracy, and applications of instruments are studied. 3-0-3\*

#### **EVS 2230 WATER SUPPLY AND WASTEWATER CONTROL**

A course designed to familiarize the student with the elementary engineering aspects of water supply and distribution, and of wastewater collection, removal and disposal. 3-0-3\*

#### **EVS 2232 WATER PURIFICATION**

A study of basic principles of water purification including: aeration sedimentation, rapid sand filtration, chlorination, treatment chemicals, taste and odor control, bacteriological control, mineral control, design criteria, maintenance programs, and operational problems. New processes and recent developments are studied. Criteria, rules, regulations, forms and records associated with the field are considered. 4-0-4\*

#### **EVS 2233 WASTEWATER TREATMENT**

This course is designed to familiarize the student with the elementary engineering aspects of design, operation, process control, and maintenance of wastewater treatment plants and facilities. 4-0-4\*

\*Lecture-Lab-Credit Hours

**S 2242 WATER QUALITY CONTROL**

The significance and methods of analysis will be covered, with latitude for discussion of relative importance of each test in various plants. 3-0-3\*

# SCIENCE

**CHEMISTRY SECTION:** Dasher (Chairperson), Ackerman, Farmer, Fayssoux, Lesko, Sukumarabandhu, Toohey

**MAJORS:** Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Optometry, Pre-Pharmacy, Pre-Podiatry, Pre-Veterinary

**COURSE PREFIXES:** CHM

**SUGGESTED CURRICULUM:** The courses outlined for the various programs are designed to meet the requirements for admission to the upper division course of study in that curriculum.

Lecture and laboratory may be taken separately; however, taking both lecture and laboratory concurrently is highly recommended, but not required.

**PROGRAMS:**

**CHEMISTRY (A.A. 04-076), CHEMISTRY TEACHER (A.A. 04-077)**

**FRESHMAN YEAR**

**SEMESTER  
HOURS CREDIT**

**Fall Winter**

COURSE	TITLE		
		Fall	Winter
RH 1000 or UL 1011	Art Appreciation .....	3	
HM 1045	Music Appreciation .....	(3)	
HM 1045L	General Chemistry I .....	3	
HM 1046	General Chemistry I Laboratory .....	1	
HM 1046L	General Chemistry II .....		3
NC 1103	General Chemistry II Laboratory.....		1
NC 1136	Freshman Communications I.....	3	
ES 1000*	Freshman Communications II .....		3
ES 1000*	Perspectives on Healthful Living .....		2
AC 1104	College Algebra.....	3	
AC 1144	Trigonometry & Analytic Geometry.....		3
	Physical Education .....		1
OC 1200	Introduction to the Social Sciences.....	3	
OS 1001**	Introduction to Political Science.....		3
		16	16

**SOPHOMORE YEAR**

HM 2120C	Quantitative Analysis.....	4
HM 2210	Organic Chemistry I .....	3
HM 2210L	Organic Chemistry I Laboratory .....	1
HM 2211	Organic Chemistry II.....	3
HM 2211L	Organic Chemistry II Laboratory.....	1
	Literature.....	3
MAC 2411	Calculus I.....	3
MAC 2412	Calculus II .....	3
	Physical Education .....	1
PHY 2048	General Physics with Calculus I .....	3
PHY 2048L	General Physics with Calculus I Lab .....	1
PHY 2049	General Physics with Calculus II .....	3
PHY 2049L	General Physics with Calculus II Lab.....	1
		15
		15

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## **Science**

**PRE-DENTAL (A.A. 04-079), PRE-MEDICAL (A.A. 04-078), PRE-PHARMACY (A.A. 04-080), PRE-VETERINARY (A.A. 04-081)**

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While the student may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000 or MUL 1011	Art Appreciation ..... Music Appreciation .....	3	
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory .....	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Laboratory .....	1	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Laboratory .....		1
ENC 1103	Freshman Communications I .....	3	
ENC 1136	Freshman Communications II .....		3
HES 1000*	Perspectives on Healthful Living .....		2
MAC 1104	College Algebra .....	3	
MAC 1144	Trigonometry & Analytical Geometry .....		3
	Physical Education .....		1
		17	17

### **SOPHOMORE YEAR**

ZOO 2713	Comparative Vertebrate Anatomy I .....	2
ZOO 2713L	Comparative Vertebrate Anatomy I Laboratory .....	1
ZOO 2714**	Comparative Vertebrate Anatomy II .....	
ZOO 2714L**	Comparative Vertebrate Anatomy II Laboratory .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
CHM 2211	Organic Chemistry II .....	
CHM 2211L	Organic Chemistry II Laboratory .....	1
	Literature .....	3
PHY 2023	General Physics I .....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2024	General Physics II .....	
PHY 2049L	General Physics II Laboratory .....	1
SOC 1200	Introduction to the Social Sciences .....	3
POS 1001***	Introduction to Political Science .....	3
	Physical Education .....	1
		17
		15

\*HES 2121 may be substituted.

\*\*Pre-Pharmacy students may substitute ACC 1001, ACC 1021 or CHM 2120C.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**RE-PODIATRY (A.A. 04-083)**

This curriculum will meet the minimum requirements for admission to most colleges of Podiatry. A survey of these requirements has been conducted by the Chemistry Section by correspondence and from information published by the American Podiatry Association.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
SC 1010	Principles of Biology .....	3	
SC 1010L	Principles of Biology Laboratory .....	1	
ZO 1013	General Zoology .....		3
ZO 1013L	General Zoology Laboratory .....		1
HM 1045	General Chemistry I .....	3	
HM 1045L	General Chemistry I Laboratory .....	1	
HM 1046	General Chemistry II .....		3
HM 1046L	General Chemistry II Laboratory.....		1
NC 1103	Freshman Communications I.....	3	
NC 1136	Freshman Communications II .....		3
ES 1000*	Perspectives on Healthful Living .....		2
AC 1104	College Algebra.....	3	
DC 1200	Introduction to the Social Sciences.....	3	
DS 1001**	Introduction to Political Science.....		3
		17	16

**SOPHOMORE YEAR**

RH 1000 or UL 1011	Art Appreciation .....	3
HM 2200C***	Music Appreciation .....	(3)
	Principles of Organic Chemistry.....	4
	Literature.....	3
	Physical Education.....	1
HY 2023	General Physics I .....	3
HY 2048L	General Physics I Laboratory .....	1
HY 2024	General Physics II.....	3
HY 2049L	General Physics II Laboratory .....	1
	Electives**** .....	7
		15
		15

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*CHM 2210, CHM 2210L & CHM 2211, CHM 2211L may be substituted, if 8 hours of organic chemistry are needed for admission by a particular college of podiatry.

\*\*\*\*PSY 2012, EGC 2120 are recommended.

## Science

### PRE-OPTOMETRY (A.A. 04-082)

This curriculum will meet the minimum requirements for admission to most colleges of optometry. All colleges place emphasis on mathematics, physics, chemistry and biology. Since some college also require additional courses in psychology or foreign language, it is suggested that the student contact directly the school of his choice to determine what modifications might be needed. Some information is available in the Career Information and Study Center, North SAC Building.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory .....	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Laboratory .....	1	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Laboratory .....		1
ENC 1103	Freshman Communications I .....	3	
ENC 1136	Freshman Communications II .....		3
MAC 1144	Trigonometry & Analytic Geometry .....	3	
MAC 2411	Calculus I .....		3
SOC 1200	Physical Education .....	1	
POS 1001*	Introduction to the Social Sciences .....	3	
		18	17

#### SOPHOMORE YEAR

ARH 1000 or	Art Appreciation .....	3
MUL 1011	Music Appreciation .....	(3)
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
CHM 2211**	Organic Chemistry II .....	
CHM 2211L	Organic Chemistry II Laboratory .....	
	Literature .....	1
HES 1000***	Perspectives on Healthful Living .....	2
MAC 2412	Calculus II .....	3
	Physical Education .....	
PHY 2023	General Physics I .....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2024	General Physics II .....	
PHY 2049L	General Physics II Laboratory .....	
	Electives**** .....	3
		16
		15

\*POS 2041 or AMH 2010 may be substituted.

\*\*For some colleges of optometry, the chemistry requirement may be met by taking CHM 2200 instead of CHM 2210, CHM 2211. For a few schools, no organic chemistry is required, but is recommended.

\*\*\*HES 2121 may be substituted.

\*\*\*\*Psychology recommended by most optometry schools. To reduce total hours, a student may omit the 3 hours of electives.

**COURSE DESCRIPTIONS****Chemistry****HM 1015 PRINCIPLES OF CHEMISTRY**

An introduction to the principles of chemistry for students who do not need the more intensive courses. Covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. Includes some chemistry relevant to health and the numerous chemical products in use today. Serves as co- or prerequisite for CHM 1015L. 3-0-3\* (offered all terms)

**HM 1015L LABORATORY FOR CHM 1015**

(Co- or prerequisite: CHM 1015) A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1\* (offered on demand)

**HM 1045 GENERAL CHEMISTRY I**

(it is suggested that the student has completed CHM 1015 and MAT 1033 or higher, or one unit of high school chemistry with a grade of "B" or better and three units of high school mathematics; also, that CHM 1045L be taken concurrently.) The first half of a two-semester sequence which includes a thorough study of the theories, laws and principles of general chemistry and their application. Mathematical relationships and problem solving are stressed. 3-0-3\* (offered Fall, Winter & Spring terms)

**HM 1045L GENERAL CHEMISTRY I LABORATORY**

(Co-requisite: CHM 1045) Laboratory for CHM 1045. 0-3-1\* (offered Fall, Winter and Spring terms)

**HM 1046 GENERAL CHEMISTRY II**

(Prerequisite: CHM 1045 or equivalent; co-requisite: CHM 1045L or CHM 1046L). Continuation of CHM 1045. The second half of a two-course sequence. 3-0-3\* (offered Fall, Winter and Summer terms)

**CHM 1046L GENERAL CHEMISTRY II LABORATORY**

(Co-requisite: CHM 1046) Laboratory for CHM 1046. 0-3-1\* (offered Fall, Winter & Summer terms)

**CHM 2200C PRINCIPLES OF ORGANIC CHEMISTRY**

(Prerequisites: CHM 1015 and CHM 1015L with "C" or better; or CHM 1045, CHM 1045L; CHM 1046, CHM 1046L.) A semester course in the fundamentals of organic chemistry with emphasis on the structures and functions of organic compounds, and the chemistry related to polymers, fibers, dyes, pesticides, vitamins, nutrition and metabolism. 3-4-4\*

**CHM 2120C QUANTITATIVE ANALYSIS**

(Prerequisite: CHM 1046 & 1046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4\*

**CHM 2210 ORGANIC CHEMISTRY I**

(Prerequisite: CHM 1046 & 1046L; co-requisite: 2210L). First half of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-0-3\* (offered Fall & Spring terms)

**CHM 2210L ORGANIC CHEMISTRY I LABORATORY**

(Co-requisite: CHM 2210) 0-4-1\* (offered Fall & Spring terms)

**CHM 2211 ORGANIC CHEMISTRY II**

(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. 3-0-3\* (offered Winter & Summer terms)

**CHM 2211L ORGANIC CHEMISTRY II LABORATORY**

(Co-requisite: CHM 2211) 0-4-1\* (offered Winter & Summer terms)

# SCIENCE

**PHYSICS AND PHYSICAL SCIENCE SECTION:**
**FACULTY:** Dasher (Chairperson), Galbraith, Parks, Ramos, Saeks

**MAJORS:** Physics, Geology, Astronomy, Physical Sciences, Meteorology

**COURSE PREFIXES:** AST, GLY, PHY, PSC

Lecture and laboratory may be taken separately; however, taking both lecture and laboratory concurrently is highly recommended, but not required.

**PROGRAMS:**
**PHYSICS (A.A. 18-401), PHYSICAL SCIENCES (A.A. 18-405), ASTRONOMY (A.A. 18-402), GEOLOGY (A.A. 18-403), METEOROLOGY (A.A. 18-404)**

This physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000 or MUL 1011	Art Appreciation .....		3
CHM 1045	Music Appreciation .....	(3)	
CHM 1045L	General Chemistry I .....		3
CHM 1046	General Chemistry I Laboratory .....	1	
CHM 1046L	General Chemistry II .....		3
ENC 1103	General Chemistry II Laboratory.....	1	
ENC 1136	Freshman Communications I.....	3	
FRE 1000	Freshman Communications II.....		3
FRE 1101	Elementary French I.....	3	
HES 1000*	Elementary French II .....		3
MAC 2411	Perspectives on Healthful Living .....	2	
MAC 2412	Calculus I.....	3	
	Calculus II .....		3
	Physical Education .....	1	1
		16	17

**SOPHOMORE YEAR**

MAC 2413	Literature.....	3
MAP 2302	Calculus III.....	4
COP 2110	Differential Equations .....	3
PHY 2048	Mathematical Programming.....	3
PHY 2048L	General Physics with Calculus I .....	3
PHY 2049	General Physics with Calculus I Lab .....	1
PHY 2049L	General Physics with Calculus II.....	3
SOC 1200	General Physics with Calculus II Lab.....	1
POS 1001**	Introduction to the Social Sciences.....	3
	Introduction to Political Science.....	3
	Electives .....	3
		17
		16

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Students planning to go to the University of Florida should take 7 hours of biology.

**COURSE DESCRIPTIONS****Astronomy****AST 1002 DESCRIPTIVE ASTRONOMY**

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observations. 3-0-3\* (offered on demand)

**Geology****GLY 1000 DESCRIPTIVE GEOLOGY**

A study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. 3-0-3\* (offered on demand)

**PHY 2023 GENERAL PHYSICS I**

(Prerequisite: MAC 1104 or MTB 1321 or MTB 1322) This course in physics is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PHY 2024. Topics included are: introduction to scalar and vector quantities, equilibrium, laws of motion, translation and rotation, energy, heat, work general gas law, thermal concepts and laws of physics with particular attention to application to the environment and daily experience of the average person. (Laboratory PHY 2048L) 3-0-3\* (offered Fall, Winter & Spring terms)

**PHY 2024 GENERAL PHYSICS II**

(Prerequisite: PHY 2023) This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, resistance, electromagnetism, magnetic circuits, electro-magnetic induction, capacitance, alternating current, optics, light, optical instruments, the atom, the photon, matter waves, atoms and valence, quantum numbers applied to the periodic table, radioactivity. (Laboratory PHY 2049L) 3-0-3\* (offered Fall, Winter & Summer terms)

**PHY 2048 GENERAL PHYSICS WITH CALCULUS I**

(Co-requisite: MAC 2411 and PHY 2048L) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and science. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat, transfer, change of phase, thermal behavior of gases, and thermo-dynamics. 3-0-3\* (offered Fall, Winter & Spring terms)

**PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY**

The laboratory portion of the course, PHY 2023 and PHY 2048. It introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data and laboratory methods. 0-2-1\* (offered Fall, Winter & Spring terms)

**PHY 2049 GENERAL PHYSICS WITH CALCULUS II**

(Prerequisite: PHY 2048; co-requisite: MAC 2412 and PHY 2049L) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. 3-0-3\* (offered Fall, Winter & Summer terms)

\*Lecture-Lab-Credit Hours

## **Science**

### **PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY**

The laboratory portion of the course PHY 2024 and 2049. It is designed to illustrate various phenomena discussed in the lectures. 0-2-1\* (offered Fall, Winter & Summer terms)

## **Physical Sciences**

### **PSC 1341 SURVEY OF PHYSICAL SCIENCE II**

(Prerequisite: MGF 1113 or adequate score on placement test) Physical Science I is not a prerequisite for this course. This course is a study of the basic concepts of physics and chemistry (with their application to environmental imperatives). Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-0-3\* (offered Fall, Winter & Summer terms)

### **PSC 1341L PHYSICAL SCIENCE LABORATORY**

(Co- or prerequisite: PSC 1341) The laboratory is a combination of individual work by the student, lecture demonstration by the instructor (for those experiments where advanced operational techniques are necessary for the student, if he is to verify the agreement between theory and practice), and students working together in groups on certain basic principle experiments which involve introductory chemical and physical principles. 0-2-1\* (offered Fall, Winter & Summer terms)

### **PSC 1513 SURVEY OF PHYSICAL SCIENCE I**

This is an introductory course in science including the study of astronomy, meteorology, geology and oceanography. Environmental imperatives such as the earth as an energy system, air pollution, sound pollution, soil and grassland conservation, water supply, demand and pollution are viewed by using physical scientific principles and concepts. No mathematics beyond ratio and proportion and arithmetic is required. There are no science prerequisites. 3-0-3\* (offered all terms)

\*Lecture-Lab-Credit Hours



# Social Science

**FACULTY:** Bottosto (Chairperson), Becherer, Bowser, Dampier, Daugherty, Freedman, Kochel, Matthews, Myatt, O'Neill, Payne, Pugh, Robinson, Rouse, Salisbury, Yinger. PBJC North, Johnston, Meldon. PBJC South, Bruton, Mooney. PBJC Glades, Richmond.

**MAJORS:** Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology, Social Science, Social Science Teacher, Welfare Worker

**COURSE PREFIXES:** AMH, ANT, ASN, DEP, EDF, EDP, EEC, GEO, EGC, LAH, MAF, PHI, POS, PSY, REL, SOP, SOC, SSI, WOH

**PROGRAMS:** Social Science is essentially a study of human society—that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals—in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions. The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, students are expected to complete the General Education requirements outlined in the section "How to Choose Your Program" and to select those additional courses of special interest to them in meeting the immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.

## Social Science

### EARLY CHILDHOOD EDUCATION (A.A. 14-344)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in early childhood education, a cooperative program for directors and teachers of public, private, and church-related nursery school kindergartens and day-care centers has been developed by Palm Beach Junior College. The program is planned to provide work for teachers in service who do not hold degree and who have not had necessary training in early childhood education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	Freshman Communications I.....	3	
EEC 1001*	Early Childhood Education.....	3	
EEC 2530	Directed Observation & Participation I .....	3	
EEC 2531	Directed Observation & Participation I Lab .....	3	
SOC 1200	Introduction to the Social Sciences.....	3	
ENC 1136	Freshman Communications II .....		3
EEC 2532**	Directed Observation & Participation II.....		3
EEC 2533	Directed Observation & Participation II Lab.....		2
PSY 2012	General Psychology.....		3
POS 1001***	Introduction to Political Science.....		3
		15	* 14

\*EEC 1001 is a prerequisite or co-requisite of EEC 2530.

\*\*Prerequisites: EEC 1001, EEC 2530.

\*\*\*POS 2041 or AMH 2010 may be substituted.

#### SOPHOMORE YEAR

ARH 1000 or	Art Appreciation .....	3
MUL 1011	Music Appreciation .....	(3)
DAA 2160	Fundamentals of Interpretive Movement.....	1
FSS 1112	Foods for Children .....	3
MGF 1113	General Education Mathematics I or higher .....	3
EGC 2120	Personality Development.....	3
	Literature.....	3
	Science .....	6
HES 1000**	Perspectives on Healthful Living .....	2
PEL 2041	Recreational Games.....	1
DEP 2102	Child Growth & Development.....	3
	Elective* .....	5
		18
		15

\*Suggested electives: LIS 1580, HUN 1201.

\*\*HES 2121 may be substituted.

**EARLY CHILDHOOD EDUCATION (A.S. 14-342)**  
**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
NC 1103	Freshman Communications I.....	3	
DF 1005	Introduction to Education .....	3	
EC 1001	Early Childhood Education.....	3	
EC 2530	Directed Observation & Participation I .....	3	
EC 2531	Directed Observation & Participation I Lab .....	3	
NC 1136	Freshman Communications II .....		3
EC 2532*	Directed Observation & Participation II.....		3
EC 2533	Directed Observation & Participation II Lab.....		2
HUN 1201	Elements of Nutrition.....		3
DAA 2160	Fundamentals of Interpretive Movement.....		1
PSY 2012	General Psychology.....		3
		15	15

**SOPHOMORE YEAR**

BSC 1010	Principles of Biology .....	3
MUT 1001	Fundamentals of Music.....	3
EGC 2120	Personality Development.....	3
PEL 2041	Recreational Games.....	1
SOC 1200	Introduction to the Social Sciences.....	3
HES 1000**	Perspectives on Healthful Living .....	2
HES 1400	Standard First Aid and Personal Safety .....	1
DEP 2102	Child Growth & Development.....	3
MAF 2001	Family Relationships .....	3
MGF 1113	General Education Mathematics I .....	3
POS 1001***	Introduction to Political Science.....	3
	Electives .....	4
		15
		17

\*Prerequisites: EEC 1001, EEC 2530.

\*\*HES 2121 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**EARLY CHILDHOOD EDUCATION AIDES (CT 14-343)****Achievement Certificate Program**

The Early Childhood Education Certificate Program is designed to prepare students professionally for their roles as early childhood teacher aides. Students must complete the thirty hours listed with an overall grade-point average of "C" or better in the program.

**FIRST TERM**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	Freshman Communications I.....	3	
EEC 1001*	Early Childhood Education.....	3	
EEC 2530	Directed Observation & Participation I .....	3	
EEC 2531	Directed Observation & Participation I Lab .....	3	
HUN 1201	Elements of Nutrition.....	3	
HES 1000	Perspectives on Healthful Living .....	2	
		17	

\*EEC 1001 is a prerequisite or co-requisite of EEC 2530.

## Social Science

### SECOND TERM

DAA 2160	Fundamentals of Interpretive Movement .....	1
DEP 2102	Child Growth & Development.....	3
EEC 2532**	Directed Observation & Participation II .....	3
EEC 2533	Directed Observation & Participation II Lab .....	2
HES 1400	Standard First Aid and Personal Safety .....	1
PEL 2041	Recreational Games.....	1
PSY 2012	General Psychology.....	3
SOC 1200	Introduction to the Social Sciences.....	3
		17

\*\*Prerequisites: EEC 1001, EEC 2530.

## EARLY CHILDHOOD EDUCATION (Montessori Specialization)

COURSE	TITLE	SEMESTER HOURS CREDIT
EEC 2940	Montessori Teaching Practicum I.....	3
EEC 2941	Montessori Teaching Practicum II .....	3

Early Childhood majors may also elect to specialize in the Montessori Method. In order to receive the Certificate of Competency in the Montessori Method, an internship period covering two terms will be required for a total of thirty hours.

Students who hold the bachelor's degree or above will be eligible to receive the full teaching certificate in the Montessori Method after satisfactorily completing course EEC 1001, EEC 2530, EEC 2531, EEC 2532, EEC 2533 and the nine-month internship requirement.



**EDUCATION (ELEMENTARY LEVEL) (A.A. 14-329)**

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or MUL 1011	Art Appreciation ..... Music Appreciation ..... Science .....	3 (3) 6
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
EDF 1005	Introduction to Education .....	3
MGF 1113*	General Education Math I .....	3
SPC 1600	Physical Education .....	2
SOC 1200	Fundamentals of Speech .....	3
POS 1001**	Introduction to the Social Sciences..... Introduction to Political Science.....	3 3
		<hr/> 32

**SOPHOMORE YEAR**

EDF 2090	Literature.....	6
GEO 1010	Social Foundations of Education .....	3
HES 1000***	Principles of Geography & Conservation .....	3
WOH 1012	Perspectives on Healthful Living .....	2
WOH 1022	Ancient & Medieval Civilizations.....	3
PSY 2012	Modern Civilizations.....	3
DEP 2102*	General Psychology.....	3
	Child Growth and Development .....	3
	Electives**** .....	4
		<hr/> 30

\*These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state college and universities to which the student may transfer.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*HES 2121 may be substituted.

\*\*\*\*Suggested electives: Foreign Languages, PHI 1100, EGC 2120

**PRE-LAW (A.A. 14-332)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
MGF 1113	General Education Math I .....	3
SPC 1600	Physical Education .....	2
SOC 1200	Fundamentals of Speech .....	3
POS 1001*	Introduction to the Social Sciences..... Introduction to Political Science..... Science .....	3 3 6
	Foreign Language.....	6
		<hr/> 32

## Social Science

### SOPHOMORE YEAR

ARH 1000 or	Art Appreciation .....	3
MUL 1011	Music Appreciation .....	3
HES 1000**	Literature.....	6
AMH 2010	Perspectives on Healthful Living .....	2
AMH 2020	U.S. History to 1865.....	3
PHI 1100	U.S. History from 1865 to Present.....	3
POS 2041	Art of Thinking .....	3
	American National Government.....	3
	Foreign Language.....	6
	Elective .....	1
		<hr/>
		30

\*POS 2041 or AMH 2010 may be substituted.

\*\*HES 2121 may be substituted.

### PRE-MINISTRY AND PHILOSOPHY (A.A. 14-334)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1010	Principles of Biology .....	3
BSC 1010L	Principles of Biology Laboratory .....	1
ENC 1103	Freshman Communications I.....	3
ENC 1136	Freshman Communications II .....	3
HES 1000*	Perspectives on Healthful Living .....	2
MUL 1011	Music Appreciation .....	3
MGF 1113	General Education Math I .....	3
PEL 1011	Team Activities .....	1
PEL 2041	Recreational Games.....	1
PHI 1000	Introduction to Philosophy.....	3
REL 1210	Old Testament .....	3
SOC 1200	Introduction to the Social Sciences .....	3
	Foreign Language.....	6
		<hr/>
		35

### SOPHOMORE YEAR

ENL 2015	English Literature to 1660 .....	3
POS 2041	American National Government.....	3
PSC 1513	Survey of Physical Science I .....	3
PSY 2012	General Psychology.....	3
REL 1243	New Testament .....	3
REL 2300	Religions of the World .....	3
SPC 1600	Fundamentals of Speech .....	3
	Foreign Language.....	6
		<hr/>
		27

\*HES 2121 may be substituted.

**DUCATION (SECONDARY LEVEL) (A.A.)**

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his advisor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

**GENERAL SOCIAL SCIENCE (A.A. 14-326)<sup>1</sup>; GEOGRAPHY (A.A. 14-336)<sup>2</sup>; GOVERNMENT-FOREIGN SERVICE (A.A. 14-335)<sup>3</sup>; HISTORY (A.A. 14-327)<sup>4</sup>; POLITICAL SCIENCE (A.A. 14-339)<sup>5</sup>; SOCIAL SCIENCE TEACHER (A.A. 14-328)<sup>6</sup>; WELFARE WORKER (A.A. 14-330); ANTHROPOLOGY (A.A. 14-324); SOCIOLOGY (A.A. 14-325)**

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or MUL 1011	Art Appreciation .....	3
ENC 1103	Music Appreciation .....	(3)
ENC 1136	Freshman Communications I.....	3
HES 1000*	Freshman Communications II .....	3
MES 1000*	Literature.....	3
MGF 1113	Perspectives on Healthful Living .....	2
STA 2014	General Education Math I .....	3
SOC 1200	Statistics .....	3
POS 1001**	Physical Education.....	2
	Introduction to the Social Sciences.....	3
	Introduction to Political Science .....	3
	Science .....	6
	Foreign Languages—Spanish, French.....	12
	Electives .....	16
		62

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

1. Recommended electives: ECO 2103, WOH 1012, WOH 1022, PHI 1000, GEO 1010, PSY 2012, SPC 1600, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
2. Recommended electives. GEO 1010, WOH 1012, WOH 1022, PSY 2102, MAC 1104, MAC 1144, SUR 2100C, SUR 2610C, SUR 2201C, SUR 2300C, ECO 2013, ECO 2023, ASN 2000, AMH 2580.
3. Recommended electives: ART 1201, WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, POS 2041, POS 2112, ECO 2013, LIT 2215, LIT 2224, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
4. Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, REL 2300, POS 2041, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
5. Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, GEO 1010, ECO 2013, PHI 1000, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
6. Recommended electives: WOH 1012, WOH 1022, GEO 1010, AMH 2010, AMH 2020, ECO 2013, POS 2041, POS 2112, CCJ 1100, PSY 2102, DEP 2102, EDF 1005, SPC 1600, SOC 2020, ANT 2000, SOC 2000, ASN 2000, AMH 2580.
7. Recommended electives: ECO 2013, ECO 2023, WOH 1012, WOH 1022, MAF 2001, POS 2112, CCJ 1100, PSY 2012, EGC 2120, DEP 2102, PHI 1000, FSS 1210C, CTE 1310C, AMH 2010, AMH 2020, POS 2041, SPC 1600, SOC 2020, ANT 2000, SOC 2000, ASN 2000, AMH 2580.

**NOTE** Senior college choice may necessitate some changes, including a rearrangement of the program.

## Social Science

### PSYCHOLOGY—(A.A. 14-331)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	Freshman Communications I.....	3	
ENC 1136	Freshman Communications II .....		3
HES 1000*	Perspectives on Healthful Living .....	2	
	Science .....	3	3
MGF 1113	General Education Math I .....		3
	Physical Education.....	1	1
PSY 2012	General Psychology.....		3
	Foreign Language.....	3	3
SOC 1200	Introduction to the Social Sciences.....	3	
		15	16

#### SOPHOMORE YEAR

ARH 1000 or MUL 1011	Art Appreciation .....	3	
	Music Appreciation .....	(3)	
	Literature.....		3
STA 2014	Statistics .....		3
EGC 2120	Personality Development.....	3	
DEP 2102	Child Growth & Development.....		3
POS 1001**	Introduction to Political Science.....	3	
SOP 2740	Feminist Psychology .....	3	
	Foreign Language.....	3	3
	Electives .....		4
		15	16

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## COURSE DESCRIPTIONS

### American History

#### AMH 2010 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the thirteen English colonies, and intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\* (offered Fall term)

#### AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of AMH 2010, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3\* (offered Winter term)

#### AMH 2580 AMERICAN MINORITIES TODAY

This course will explore historically and examine currently the principal minority groups in American life today, tracing the developments and contributions, values, character, heritage, social structure, etc. of each minority studied. There will be an examination of the relations among ethnic and racial groups and the general attitude of mainstream Americans toward these groups, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Minority groups to be surveyed are: Black Americans (major emphasis), native American Indians, American women, Mexican-Americans, Puerto Rican-Americans (briefly surveyed), Japanese-Chinese and other Asian Americans. 3-0-3\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours

## **Anthropology**

### **ANT 2000 INTRODUCTION TO ANTHROPOLOGY**

(Prerequisite: SOC 1200) This course provides an introduction to the functional study of man; concepts of human development, pre-history, culture, comparison in human variation, structure and function in social organization, synthesis of biological, cultural and social factors. 3-0-3\* (offered Fall term)

## **Developmental Psychology**

### **DEP 2102 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PSY 2012) Stressing the developing self of the child, this course explores the physiological, social, emotional, and intellectual natures of children. It includes a survey of problematic behavior and the application of principles and achievements in the field of psychology as these contribute to the personal development and general welfare to the individual child. Observations of children from the pre-school level through high school are included. 3-0-3\* (offered Fall & Winter terms)

## **Education: Foundations**

### **EDF 1005 INTRODUCTION TO EDUCATION (Teaching)\*\***

An introduction to the nature of teaching in the public schools of the United States. Topics included are: planning and preparation for teaching; roles and the responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3\* (offered Fall & Winter terms)

## **Educational Psychology**

### **EDP 2002 EDUCATIONAL PSYCHOLOGY**

(Prerequisite: PSY 2012 or permission of the instructor) This course is specifically designed to aid the classroom teacher in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. (offered evenings only) 3-0-3\* (offered Winter term)

\*Lecture-Lab-Credit Hours

\*\*NOTE: The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

EDF 1005 Introduction to Education (Teaching)

SPC 1600 Fundamentals of Speech

PSY 2012 General Psychology

DEP 2102 Child Growth and Development

## **Social Science**

### **Education: Early Childhood**

#### **EEC 1001 EARLY CHILDHOOD EDUCATION (Emphasis Montessori)**

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. Major emphasis is given to the Montessori philosophy, its relevance to current early learning theories, and the enhancement of learning experiences for pre-school and primary children. 3-0-3\* (offered Fall & Winter terms)

#### **EEC 2530 EARLY CHILDHOOD DIRECTED OBSERVATION & PARTICIPATION I**

(Co-requisite: EEC 2531; co- or prerequisite: EEC 1001). This course will introduce the student to Montessori and other early-learning materials. Opportunities to observe the demonstration of materials and student practice with these materials with the early learner in a variety of instructional settings will be provided. 3-0-3\* (offered Fall & Winter terms)

#### **EEC 2531 EARLY CHILDHOOD DIRECTED OBSERVATION & PARTICIPATION I LAB**

(Co-requisite: EEC 2530) The course provides 2 hours per week on campus for the student to observe the demonstration of materials and to practice with these materials. The 4 hours per week will provide the student actual teaching experience in an approved Early Childhood Education Center. The student will be working under the supervision of a college instructor and an approved cooperating teacher during internship. 0-6-3\* (offered Fall & Winter terms)

#### **EEC 2532 EARLY CHILDHOOD DIRECTED OBSERVATION & PARTICIPATION II**

(Prerequisite: EEC 1001, EEC 2530, EEC 2531; co-requisite: EEC 2533). This course is a continuation of EEC 2530. 3-0-3\* (offered Fall & Winter terms)

#### **EEC 2533 EARLY CHILDHOOD DIRECTED OBSERVATION & PARTICIPATION II LAB**

(Co-requisite: EEC 2532). The course provides 2 hours per week on campus for the student to observe the demonstration of materials and practice with these materials. The other 2 hours per week, the student will be working under the supervision of a college instructor and an approved cooperating teacher during the internship. 0-4-2\* (offered Fall & Winter terms)

#### **EEC 2940 MONTESSORI TEACHING PRACTICUM I**

This course is designed to give the student actual teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his internship. 0-15-3\* (offered Fall & Winter terms)

#### **EEC 2941 MONTESSORI TEACHING PRACTICUM II**

This course is a continuation of EEC 2940. 0-15-3\* (offered Fall & Winter terms)

## **Guidance and Counseling**

#### **EGC 2120 PERSONALITY DEVELOPMENT AND ADJUSTMENT**

(Prerequisite: PSY 2012) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then a variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3-0-3\* (offered Fall, Winter & Spring terms)

## **Geography**

#### **GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION**

This course is an introduction to cultural and world geography through a study of selected regions. Ecological and conservational problems are emphasized. The course also includes an explanation of geographical materials and their uses. 3-0-3\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours

## **Latin American History**

### **AH 2130 LATIN AMERICAN HISTORY—COLONIAL PERIOD**

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Columbian era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\* (offered Fall term)

### **AH 2131 LATIN AMERICAN HISTORY—NATIONAL PERIOD**

This course begins with the background of the wars for independence and proceeds to present day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\* (offered Winter term)

## **Marriage and Family**

### **MAF 2001 MARRIAGE AND FAMILY RELATIONSHIPS**

A functional course designed to examine the inter-relationships between the biological, socio-psychological and culture aspects of human sexual behavior and how changing sexual attitudes and behavior are related to social change in general. Emphasis is placed upon the changing contemporary factors related to development and expression of the varieties of human intimacy, patterns of attraction and living arrangements both in and out of marriage and family context. 3-0-3\* (offered Fall, Winter & Spring terms)

## **Philosophy**

### **PHI 1000 INTRODUCTION TO PHILOSOPHY (Taught in Social Science Dept.)**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\* (offered Fall & Winter terms)

### **PHI 1100 THE ART OF THINKING (Taught in Communications Department)**

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\* (offered Fall & Winter terms)

### **PHI 1600 ETHICS (Taught in Social Science Department)**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using ethics as a science of conduct. 3-0-3\* (offered Winter term)

## **Political Science**

### **POS 1001 INTRODUCTION TO POLITICAL SCIENCE**

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\* (offered all terms)

### **POS 2041 AMERICAN NATIONAL GOVERNMENT**

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\* (offered Fall, Winter & Spring terms)

\*Lecture-Lab-Credit Hours

## **Social Science**

### **POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT**

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning 3-0-3\* (offered Fall & Winter terms)

## **Psychology**

### **PSY 2012 GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\* (offered all terms)

## **Religion**

### **REL 1210 THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3-0-3\* (offered Fall & Winter terms)

### **REL 1243 THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 3-0-3\* (offered Fall & Winter terms)

### **REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\* (offered Winter term)

## **Social Psychology**

### **SOP 2740 FEMINIST PSYCHOLOGY**

This course, focusing upon the historical and current roles of women, will emphasize psycho-social processes; sex-role stereotyping, discriminatory practices, sexism, men's liberation, the women's movement, and resources for maximizing human potential. An experiential approach is used in encouraging student exploration of current attitudes, interests, and aspirations as a way of stimulating and facilitating personal growth and self-awareness through interaction with others. 3-0-3\* (offered Fall, Winter & Spring terms)

## **Sociology**

### **SOC 1200 INTRODUCTION TO THE SOCIAL SCIENCES**

This course introduces the student to the various disciplines of the social sciences which are interrelated and do not exist as distinct entities. The forces and factors that produce patterns of human interrelationships are examined with special emphasis on such basic institutions as the family, school, church and business. An underlying emphasis in the course is the meaningful significance of ongoing human culture. 3-0-3\* (offered all terms)

\*Lecture-Lab-Credit Hours

**SOC 2000 INTRODUCTION TO SOCIOLOGY**

(Prerequisite: SOC 1200 or permission of department chairperson) This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3-0-3\* (offered Fall, Winter & Spring terms)

**OC 2020 AMERICAN SOCIAL PROBLEMS**

(Prerequisite: SOC 1200 or permission of the department chairperson) This course explores some of the major social problems now confronting American society—such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3\* (offered Fall, Winter & Spring terms)

**OC 2243 DEATH AND DYING**

This course focuses on the various issues and complex problems associated with death and dying resulting from changes in society itself. It encompasses a full range of topics, from grief, funeral practices, and widowhood to suicide, life beyond death, and the moral and ethical issues related to this subject of universal, compelling interest. 3-0-3\*

**World History****SI 1949 CO-OP: SOCIAL SCIENCE TRAINING I**

Co-Op Education in Social Science is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job social science assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**SI 2949 CO-OP: SOCIAL SCIENCE TRAINING II**

This is a continuation of SOC 1949. 1-10-3\*

**WOH 1012 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\* (offered Fall & Winter terms)

**WOH 1022 MODERN CIVILIZATIONS**

A continuation of WOH 1012, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\* (offered Fall & Winter terms)

**ASN 2000 ASIAN STUDIES**

This course provides for the comprehensive study of the development of the modern Soviet State and the Chinese Peoples Republic, and includes familiarization with Russian and Chinese culture, history, and government. The course also traces the movement and development of Russian and Chinese communism, including political theories and practices, social implications, the conduct of foreign affairs and associated programs and techniques in current world affairs. 3-0-3\* (offered Fall term)

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## T

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business teacher, chemistry  
teacher, elementary teacher,  
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## Z

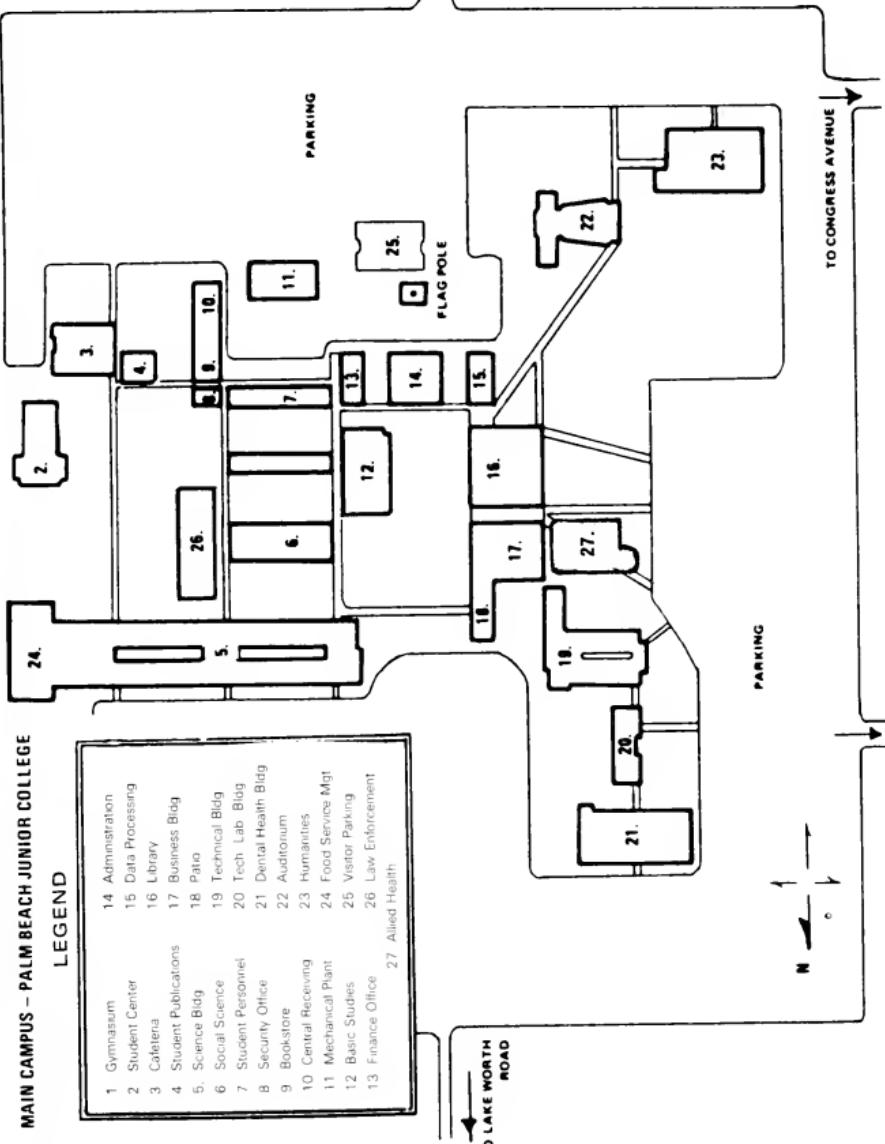
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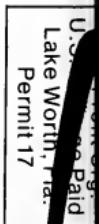
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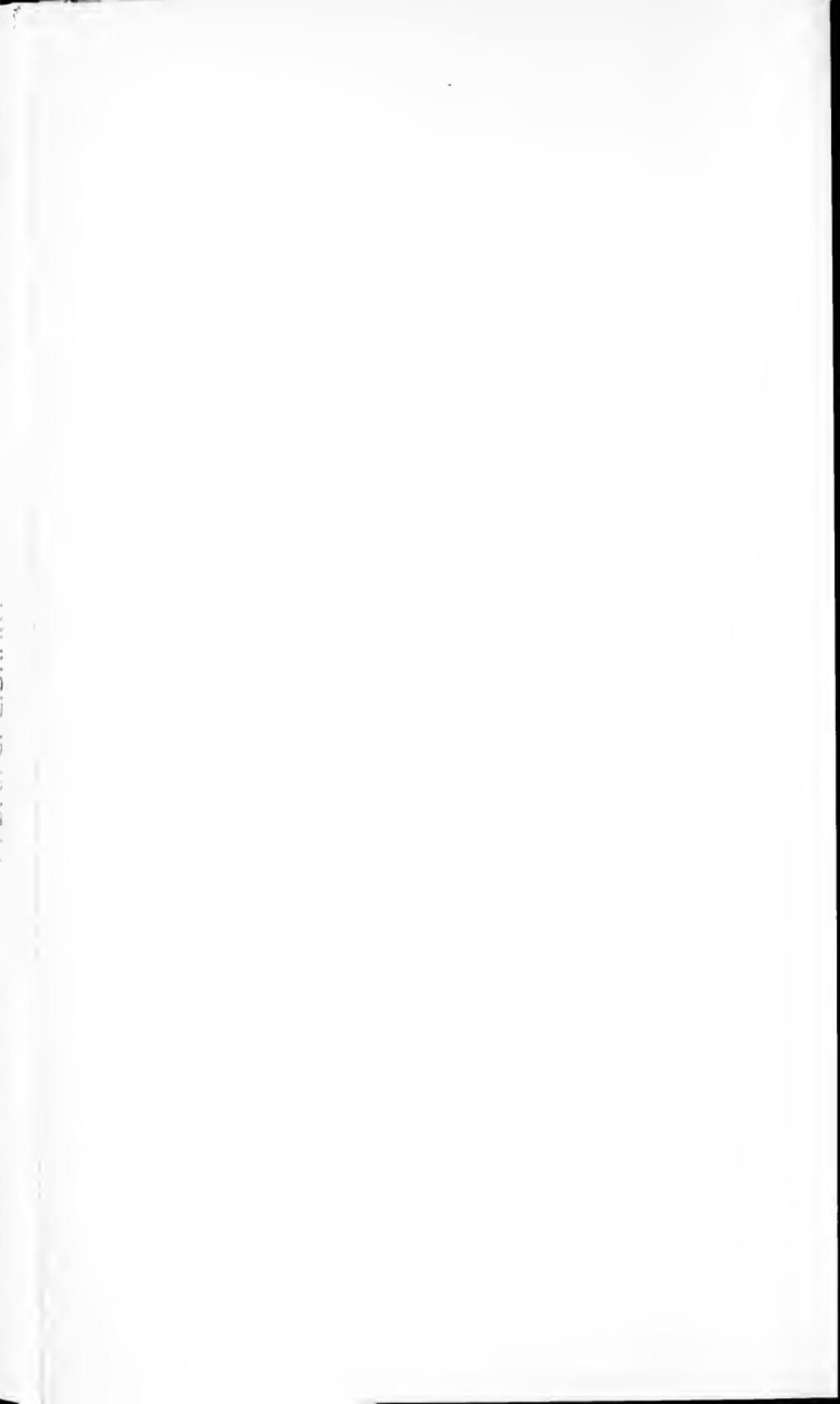
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2	Student Center	15	Data Processing
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5	Science Bldg	18	Patio
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7	Student Personnel	20	Tech Lab Bldg
8	Security Office	21	Dental Health Bldg
9	Bookstore	22	Auditorium
10	Central Receiving	23	Humanities
11	Mechanical Plant	24	Food Service Mgt
12	Basic Studies	25	Visitor Parking
13	Finance Office	26	Law Enforcement
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